



Housing Authority of the County of San Mateo

Moving to Work Annual Plan



**FY 2012
(July 2011 - June 2012)**

9.28.2011 – FINAL VERSION

Department of Housing
264 Harbor Blvd, Building A
Belmont, CA 94002

www.smchousing.org
650-802-3300

San Mateo County Board of Supervisors (sitting as the Board of Commissioners for the Housing Authority)

Carole Groom
Rose Jacobs Gibson
Adrienne J. Tissier
Don Horsley

Department of Housing/Housing Authority

Duane Bay, Director, Department of Housing
William Lowell, Executive Director, Housing Authority

MTW Annual Plan prepared by

Jennifer Rainwater, MTW Project Manager

With significant contributions from:

- Cindy Chan, Rental Programs Manager
- Sherleen Lai, Program Compliance Officer
- Barbara Leff, Supervising Senior Accountant
- Debbie McIntyre, Procurement and CQI Administrator

SECTION I - Introduction

A. Table Of Contents:

Section I:	Introduction Overview of the Agency's Ongoing MTW Goals and Objectives	2
Section II:	General Housing Authority Operating Information Housing Stock Information Leasing Information Waiting List Information	4
Section III:	Non-MTW Related Housing Authority Information (Optional)	10
Section IV:	Long-term MTW Plan (Optional)	11
Section V:	Proposed MTW Activities: HUD approval requested	13
Section VI:	On-going MTW Activities: HUD approval previously granted	28
Section VII:	Sources and Uses of Funding	61
Section VIII:	Administrative	65
Appendix One:	MTW Standard Agreement, including amended Attachment A and Attachment D	
Appendix Two:	Documentation of the Public Review Process	
Appendix Three:	Board Resolution adopting 5007-MTW and HACSM's Certification of Compliance	
Appendix Four:	HACSM Hardship Policy	
Appendix Five:	Tiered Subsidy Table (TST)	
Appendix Six:	Capital Fund Program and ARRA Fund Program	

Overview of the Agency's ongoing MTW goals and objectives

The Housing Authority of the County of San Mateo (HACSM) is committed to increasing the housing choices for families, developing administrative efficiencies, and promoting the self-sufficiency of the program participants. The flexibilities of the MTW program have allowed HACSM to collaborate with many county stakeholders to further support the residents of San Mateo County through program re-design and innovation.

To meet the goal of increasing administrative efficiencies, HACSM has re-designed the processes for both initial and on-going eligibility determinations, easing the burden on both participants and Housing Authority staff and increasing the timeliness of the process. Building on the success of the HQS inspection activities in FY2010, HACSM has moved to a biennial schedule for inspections of all subsidized units, with the provision that all units at all times must continue to meet HUD Housing Quality Standards.

To support increased housing choice for families, HACSM recognized the limitation of an across-the-board regulation requiring families pay no more than 40% of their income to housing at initial lease-up, but having no such requirement for on-going residency. By lifting this requirement, families have the option to move to less-poverty dense neighborhoods and exercise greater personal choice in their housing decisions. At the same time, HACSM created an affordability safety net that prevents families from overburdening themselves with excessive rental commitments.

Promoting a participant's self-sufficiency has long been a goal of HACSM. This goal has resulted in families leaving the program through homeownership, increasing their income potential through education and employment advancement, and personal growth and increased financial understanding. This FY2011, HACSM expanded the self-sufficiency component to include a provision of monetary rewards for participants who complete educational goals as well as increase their credit scores and savings, all of which are acknowledged to be challenging areas for someone striving to be self-sufficient.

Increasing self-sufficiency was also a main goal in the creation of HACSM's Housing Readiness Program. In collaboration with stakeholders from the County's "Ten-Year Plan to End Homelessness," HACSM entered into contract with homeless advocates and shelter providers to complement their case management services with housing assistance for a period of three years.

HACSM's "block-grant" funding status and newly executed Attachment D, "Broader Use of Funds", see Appendix I for more information, allows HACSM to use funds in even more creative ways to meet the needs of low income families in San Mateo County.

SECTION II – General Housing Authority Operating Information

A. Housing Stock Information

1. Number of public housing units at the beginning of the year: 180

Development	Type	Number of Units
El Camino Village	Family	30
Midway Village	Family	150*

*One unit is dedicated for use by the Resident Association

2. Planned significant capital expenditures (>30% of the HACSM's total budgeted capital expenditures for the fiscal year):

HACSM plans to use approximately \$200,000 of FY 2012 Capital Funds for the construction of a critically necessary retaining wall and drainage system at El Camino Village. The project will also create space for the creation of a children's play area and a family picnic area. The remainder of the anticipated funds (approximately \$80,000) will be used to replace 10 kitchens at Midway Village (\$50,000) and to finish landscaping and lighting upgrades at Midway Village.

3. New public housing units to be added during the year:

HACSM is not planning to add new public housing units during the year.

4. Public Housing units to be removed from the inventory during the year:

On January 27, 2011, HUD approved the disposition of Midway Village. Replacement vouchers and funding were received by HACSM in April. As of May 1, 2011 all eligible Midway Village families were issued vouchers and all 150 units became project-based voucher units in accordance with previous MTW plans.

The disposition application for El Camino Village was not approved at this time. The application will be updated with current financials and other data and resubmitted to HUD in September 2011. If approved, all 30 units of El Camino Village will also become project-based voucher units in accordance with previous MTW plans.

5. Rental Assistance Programs

HACSM currently serves over 4,300 households under the Housing Choice Voucher (Section 8), Moderate Rehabilitation, Family Unification, VASH, Shelter Plus Care, and Supportive Housing Programs. The table below lists the number of allocated units under each program.

Program	Units Authorized in HACSM'S ACC
Housing Choice Voucher (Section 8)	4023
Family Unification (non-MTW)	40
VASH (awarded June 1, 2010, non-MTW)	25
Moderate Rehabilitation (non-MTW)	130
Shelter Plus Care (non-MTW)	157
Supportive Housing (non-MTW)	34

As discussed in the previous section, at such time as HACSM's demo/dispo application is approved, and all units are project based, HACSM will see 180 additional HCV project based units.

6. Housing Choice Voucher Units to be Project-Based:

Of the 4,172 Housing Choice Vouchers (Section 8), 534 are project-based. HACSM plans to increase the number of project-based vouchers from its allocated funding in the future. In FY2010 HACSM completed the selection process for one new project which will be entitled to 47 units of project-based vouchers. HACSM entered into AHAP with the property owner in FY2011.

Additionally, HACSM will seek replacement vouchers for the 30 Public Housing units (El Camino Village) planned to be disposed and transitioned to Project-Based Vouchers.

HACSM projects a total of 100 vouchers to be project-based in FY2012.

Listed below are HACSM's current project-based properties:

Property Name	City	Total Units
Delaware Place	San Mateo	16
Edgewater Isle	San Mateo	91
Half Moon Village	Half Moon Bay	60
Hillside Terrace	Daly City	16
Hilton Street	Redwood City	6
Magnolia Plaza	South San Francisco	48
Midway Village	Daly City	150
Newell Housing	East Palo Alto	10
Pacific Oak Associates	Pacifica	50
Pine Street	Redwood City	6

Redwood Oaks	Redwood City	33
Robbin's Nest	San Carlos	6
St. Matthew	San Mateo	18
Willow Terrace	Menlo Park	11
The Woodlands	East Palo Alto	13

B. Leasing Information, Planned

Program	Anticipated Lease-Up Rate	Number of Units to be Leased
Public Housing	98%	29
Housing Choice Voucher (Section 8)	98%	4089
Family Unification (non-MTW)	98%	39
VASH (non-MTW)	100%	25
Moderate Rehabilitation (non-MTW)	98%	127
Shelter Plus Care (non-MTW)	100%	157
Supportive Housing (non-MTW)	100%	34

There are no issues related to any of the rental assistance programs; demand is strong and the agency works diligently to rapidly fill any vacancy or voucher turnover.

*NOTE: VASH vouchers were awarded in July 2010. Since then, HACSM has been working closely with the San Francisco VA Medical Center to jump start the program.

As of 6/1/2011, there were 5 VASH leased up with 12 VASH voucher holders searching for suitable housing.

C. Waiting List Information

HACSM currently maintains the following waiting lists:

- Public Housing
- Section 8 Housing Choice Voucher
- Project-Based
- Moderate Rehabilitation

Public Housing

The HACSM Public Housing Program waiting list is closed except for its 4 bedroom units. Since all other public housing units are fully occupied at this time, only turnover units will need leasing activity. If HUD approves HACSM's disposition application, the current applicants on the Public Housing waiting list will be moved to the Site-Based Project-Based waiting list for the former Public Housing Properties.

Section 8 Housing Choice Voucher

In July 2008, HACSM opened the waiting list for the HCV Program. Over 23,000 households applied during the one week opening period. All completed applications submitted by the deadline were put into an eligible pool. From that pool, HACSM conducted a lottery and randomly selected 3,600 applications to be placed on the waiting list. Since the HCV Program is nearly 100% leased-up, only turnover vouchers will need leasing activity.

Currently, the waiting list for the HCV Program is closed. HACSM does not anticipate opening of the HCV waiting list in FY2012.

In July 2009, HACSM was awarded 40 FUP Family Unification Program (FUP) vouchers. HACSM has been reviewing its HCV waiting list and working with San Mateo County Families and Children Services to identify FUP-eligible families and youths for the program. As of June 1, 2011, HACSM has utilized 30 FUP vouchers. The FUP program will remain open until the 40 awarded slots are filled.

Project-Based

HACSM has an open and combined waiting list for all its Project-Based properties. Applicants indicate which properties they are interested in. Since all Project-Based units are fully occupied at this time, only turnover units will need leasing activity.

Effective June 2011, HACSM is conducting a purge of the Project-Based waiting list to determine a more accurate number, and the next logical steps.

Moderate Rehabilitation

HACSM's Moderate Rehabilitation Program waiting list is currently open. HACSM works closely with the property owner to fill 100% of the Moderate Rehabilitation units which are located at a single apartment complex.

HACSM will consider closing of the Moderate Rehab waiting list in FY2012 due to the high number of waiting list applicants and low turnover rate.

Note: Applicants for the Shelter Plus Care, Supportive Housing Programs, Family Unification, Housing Readiness program (a 2008-2009 MTW initiative within the HCV program), and VASH are referred to HACSM by homeless service providers and other community partners. HACSM does not keep waiting lists for the Shelter Plus Care, Supportive Housing, Family Unification Program, VASH, or the Housing Readiness Program.

Characteristics of Households on the Waiting Lists

Public Housing		
Waiting list total	3929	
Approximate Annual turnover	15	
	# of families	% of total families ¹
Elderly families	448	11.4%
Disabled families	888	22.6%
White/Non-Hispanic	160	4.1%
White/Hispanic	1156	29.4%
Black/African American	1427	36.3%
American Indian/Alaska native	145	3.7%
Asian	624	15.9%
Native Hawaiian/Other Pacific Islander	272	6.9%
Other	145	3.7%

¹ The total percentage is more than 100% because multiple characteristics apply to some families

Section 8 - Housing Choice Voucher		
Waiting list total	1472	
Approximate Annual turnover	240	
	# of families	% of total families ¹
Elderly families	120	8.2%
Disabled families	284	19.3%
White/Non-Hispanic	506	34.4%
White/Hispanic	288	19.6%
Black/African American	838	56.9%
American Indian/Alaska native	67	4.6%
Asian	101	6.9%
Native Hawaiian/Other Pacific Islander	69	4.7%
Other	0	0

¹ The total percentage is more than 100% because multiple characteristics apply to some families

Section 8 - Project-Based		
Waiting list total	5430	
Approximate Annual turnover	24	
	# of families	% of total families ¹
Elderly families	1047	19.3%
Disabled families	1487	27.4%
White/Non-Hispanic	1370	25.2%
White/Hispanic	1354	24.9%
Black/African American	1634	30.1%
American Indian/Alaska native	174	3.2%
Asian	825	15.2%
Native Hawaiian/Other Pacific Islander	314	5.8%
Other	0	0

¹ The total percentage is more than 100% because multiple characteristics apply to some families

Effective June 2011, HACSM is conducting a purge of the Project-Based waiting list to determine a more accurate number, and the next logical steps.

Moderate Rehabilitation		
Waiting list total	2351	
Approximate Annual turnover	6 ²	
	# of families	% of total families ¹
Elderly families	328	14%
Disabled families	655	27.9%
White/Non-Hispanic	550	23.4%
White/Hispanic	637	27.1%
Black/African American	847	36%
American Indian/Alaska native	73	3.1%
Asian	230	9.8%
Native Hawaiian/Other Pacific Islander	145	6.2%
Other	0	0

¹ The total percentage is more than 100% because multiple characteristics apply to some families

² HACSM will consider closing of the Moderate Rehab waiting list in FY2012 due to the high number of waiting list applicants and low turnover rate.

SECTION III– Non-MTW Related Housing Authority Information

(Optional)

A. List planned sources and uses of other HUD or other Federal Funds (excluding HOPE VI);

HACSM functions as a component of the San Mateo County Department of Housing (DOH). The DOH administers such HUD funded programs as CDBG, HOME and ESG (Emergency Shelter Grant), as well as housing rehabilitation and first time home buyer programs. It also serves as the administrative unit of HEART, the county's housing trust fund, and provides very active policy and planning leadership in a wide-range of affordable housing initiatives throughout San Mateo County. As part of the DOH, the Housing Authority is in an excellent position to participate in a broad range of housing and community development activities as well as coordinate its programs with the county's emergency housing/shelter safety net.

HACSM also works closely with the HOPE Plan, the County's 10-year plan for ending homelessness. The Housing Authority was an active partner in developing the comprehensive plan that was released in 2006 and remains active in implementation planning and activities.

A recent example of the synergy resulting from these collaborative efforts is HACSM's new Housing Readiness Program. More fully described in Section VI, On-Going Activity #2 of this Plan, the Housing Readiness Program is a 80-voucher initiative to further the HOPE Plan's "housing first" philosophy. These time-limited vouchers are being made available to hard-to-house homeless families who do not meet criteria for the Shelter Plus Care or Supportive Housing Programs through a HOPE-related partnership of safety-net agencies.

B. Description of non-MTW activities proposed by the Agency

HACSM did not implement any non-MTW activities in the last MTW Plan year.

SECTION IV– Long-Term MTW Plan

(Optional)

Describe the Agency’s long-term vision for the direction of its MTW program, extending through the duration of the MTW Agreement.

HACSM’s ability to combine resources, through the funding fungibility of the MTW block grant, removes financial barriers and gives HACSM the freedom to better address local program priorities and the community needs in San Mateo County.

The following are some of the potential initiatives that HACSM will explore for the 2011-2012 MTW Plan year:

Serve More Families

The number of households that qualify for rental assistance in San Mateo County far exceeds the number of vouchers available. In July 2008, when HACSM opened its Housing Choice Voucher program waiting list, over 23,000 families applied. By lottery, 3,600 households were selected for the waiting list, the number that HACSM can reasonably expect to interview over the next three years to identify households qualifying for potential turnover vouchers. Because the vouchers allocated to HACSM are fully utilized, only 20 vouchers (approximately) per month become available, due solely to average turn-over created by families who leave the program.

In order to serve more families in San Mateo County, with this very limited and valuable resource, HACSM may propose to institute a time-limit to the housing subsidy for all new applicant households that are not designated senior or disabled households. The time limit will be approximately 5-7 years, with a renewal option for senior and disabled households. As always, at such time as this activity is included in HACSM’s Annual Plan, HACSM will also develop an appropriate hardship policy.

Expand Community Partnerships and Commitments with Support Service Providers

Prior to the implementation of the initiative (Serve More Families) as stated above, the HACSM will develop partnerships with service providers to support families in job training, financial training and furthering of education. The community partnerships could include activities such as:

- Establish a Housing Scholarship-Type Program

The Housing Scholarship Program is an award program that joins job training with housing subsidy. The scholarships are time limited and intended to support the family’s personal, educational and financial growth opportunities.

- Green Jobs Training programs

Recognizing San Mateo County's green job initiatives, HACSM is preparing to be a part of the solution to the housing needs for those entering green job training programs.

- Financial Services educational programs

Building upon the training programs available to the current MTW participants, HACSM is researching potential partnerships with financial services to provide financial training and specialized savings programs for all HACSM HCV (Section 8) participants.

Expand Quality Assurance Program

HACSM recognizes the importance of a strong quality assurance department to ensure the timeliness and quality of the work performed. As such, HACSM will continue to expand its Quality Assurance program to include any and all new programmatic innovations.

Expand Affordable Housing Partnerships and Project-Based Programs

HACSM will use its MTW flexibility to assist in the development of new or rehabilitated affordable housing by strategically project-basing HCV vouchers as a key financial component. Project-basing's contractual obligation for long-term unit availability is also important in our perennially tight housing market.

SECTION V - Proposed MTW Activities
HUD approval requested

Activity #21: **Change qualifications for “Full-Time Student” Status**

A. Description of activity

Currently, all family members except the head of household, co-head, or spouse, over 18 years old can qualify for “Full-Time Student” (FTS) status provided they are meeting the FTS subject load of the institution they are attending. HACSM is proposing to modify this standard to encourage family members to seek and gain higher educational opportunities in a timely manner and through attendance at accredited institutions. In order for a family member, other than the head, co-head, or spouse to qualify for the FTS status, and hence the dependent deduction and income exclusion, the family member must be less than 24 years old, a FTS at an accredited institution, and they must provide a transcript of their full-time student status at all subsequent recertification appointments.

B. Relationship to a statutory objective

Increase HACSM's administrative efficiencies.

C. Anticipated Impact on stated objective

HACSM's expectation is that program participants will pursue educational opportunities at stable, accredited institutions in a more deliberate and timely manner and at the same time streamline HACSM processes. The time and cost savings through this activity would afford HACSM the ability to develop further self-sufficiency activities for program participants.

D. Baselines, benchmarks, metrics and schedules

Baselines (Established FY2011)

1. 258 Households with 295 Full-Time Students in total, 33 of which are 24 years old, or older.
2. On average, HACSM excludes \$453,738 per year from the annual income of 25 households with FTS who are 24 years old, or older.

Benchmarks

1. HACSM expects a 100% decrease (33 fewer FTS participants) in the total number of FTS designations for household members who are 24 years old, or older. It's important to note that due to HACSM's generous hardship policy and biennial recertification schedule for elderly/disabled households, HACSM may not meet the benchmark for this activity until FY2014.

2. By FY2014, HACSM projects a 100% decrease (addition of \$453,738 in income included in the household's annual income) in the total excluded income of households with FTS who are 24 years old, or older.

Metrics and Schedule

1. Comparison of the number of FTS, 24 years old or older, before and after implementation
2. Comparison of the excluded income for FTS over 24 years old before and after implementation

E. Data collection process

HACSM is creating an additional certification for households claiming FTS for their family members. HACSM will use this certification and its database to collect and review the data at least annually.

F. Authorizations based on Attachment C

The proposed activity is authorized in HACSM's MTW Agreement, Attachment C, (D) 2 (a) which waives certain provisions of Section 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10), 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503, 982.516, 982.518 and 982 Subpart E.

G. Processes for rent reform initiatives

- Board Approval
 - See Appendix III
- Impact Analysis

HACSM reviewed several key aspects of this proposed activity including the potential financial impact for the household.

 - In total there are 295 FTS in HACSM's MTW program.
 - 123 FTS between the ages of 18-23 also have earned income. The implementation of this activity would not have any financial impact on these households, as HACSM would continue to exclude all earned income over the first \$480 and then apply a dependent deduction.
 - Currently there are 33 households with a FTS who is 24 years old, or older. Of the students who are 24 years old or older, 25 have income that is excluded from the household's gross annual income. The financial impact on the tenant rent portion for the 25 households with FTS 24 years old, or older who also have income, ranges from Zero (\$0) to an additional \$975 per month. For these households, HACSM would give the option of a Hardship review and potential calculation based on the traditional HCV policies for one additional recertification term.
 - Households with individuals who are currently in the program as FTS and who will be turning 24 shortly after implementation (within the next 12

months), will have the ability to request a hardship review and upon review may be eligible to have their rent portion based on the traditional HCV policies for one additional recertification term.

HACSM is also reviewing and has created a database to track, during FY2012, all requests for FTS status through the recertification process. Part of the tracking will include whether or not the student is attending an accredited institution. Until HACSM has this data, we are unable to project the potential impacts for the participants.

- Annual Re-evaluation
 - HACSM will review this policy and its impacts at least annually.
- Hardship
 - As stated above, at the time of implementation of this activity, current participants with FTS in the household would have the ability to ask for a hardship review. Please see Appendix IV for further details regarding HACSM's Hardship Review process.
- Transition Period
 - Upon HUD approval, HACSM will immediately implement this activity for all new participants from the waitlist. For all current participants the activity would become effective at next recertification or interim, whichever comes first.
- Public Hearing
 - See Appendix II

Activity #22: **Include Foster Care, KinGap, and Adoption Assistance payments in Annual Income calculation**

A. Description of activity

Currently the income that a family receives for the care of foster children or foster adults as well as adoption assistance is excluded from the annual income calculation. Building on earlier “Rent Simplification Activities”, HACSM is proposing to include foster care, Kin Gap, and adoption assistance payments in the determination of annual adjusted income. In San Mateo County’s Foster Parent Handbook, foster care payments are “intended to cover housing, food, clothing, personal needs, transportation, education and recreation.” HACSM will include all income provided to the family for the purpose of foster care, Kin Gap and adoption assistance in the annual income calculation. To help offset this inclusion of foster care and adoption assistance income, HACSM will provide a dependent allowance for foster children, disabled foster adults, and adopted children.

B. Relationship to a statutory objective

This activity addresses the MTW statutory objective to give incentives to families with children whose head of household are working, seeking work, or are participating in job training, education or other programs that assist in obtaining employment and becoming economically self-sufficient. Additionally, this activity addresses the objective of Federal cost savings through removing a policy that essentially results in “over-subsidization” of families on the Section 8 program who are also receiving payments from other government agencies (ex. Human Service Agency) that are supposed to be applied to the housing needs of the family.

C. Anticipated Impact on stated objective

HACSM’s intention with this MTW activity is that it will help families to budget and manage their available financial resources. It will decrease their dependence on assistance for housing expenses and prepare them to achieve self-sufficiency. And, this activity also has the potential to increase HACSM’s ability to reallocate funds to serve additional low-income families in San Mateo County.

D. Baselines, benchmarks, metrics and schedules

Baselines (Established FY2010)

1. Earned income, on average, for households with foster care payments is \$21,622 annually.

Benchmarks

1. A 5% increase, on average, in earned income from households receiving foster care payments.

Metrics and Schedule

Comparison of average earned income of participant families before and after implementation

E. Data collection process

HACSM will use its reporting tools to review, at least annually, a report that depicts the households with foster care children and adults and the trend in their earned income.

F. Authorizations based on Attachment C

The proposed activity is authorized in HACSM's MTW Agreement, Attachment C, (D) 2 (a) which waives certain provisions of Section 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10), 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503, 982.516, 982.518 and 982 Subpart E.

G. Processes for rent reform initiatives

- Board Approval
 - See Appendix III
- Impact Analysis
 - Due to the small number of participants who receive Foster Care, KinGap, and/or Adoption Assistance payments, HACSM was able to thoroughly review the potential impacts of this activity on each household. Of all 4023 vouchers, there are only 20 households who are currently receiving Foster Care, KinGap, and/or Adoption Assistance payments.
 - On average, the annual earned income of each household is approximately \$21,622. When the foster care and adoption assistance payments are included in the average annual income, the new average household income increases to \$32,925. When the dependant allowance is also included in the calculation, the new average household income becomes \$30,996.
 - When the average change in annual adjusted income (including the foster care and adoption assistance payments, and dependant deductions) are compared to the current foster care and adoption assistance payments that are excluded, on average there is an increase of approximately \$792, annually.
 - Of the 20 households with foster children/adults, 8 are elderly/disabled households.
 - Based on the above information, it is clear that for the majority of households, having the impetus to increase their financial self-sufficiency would be very beneficial.
- Annual Re-evaluation

- HACSM will review the impact and success of this MTW activity at least annually and make any necessary adjustments at that time.
- Hardship
 - HACSM has a very generous Hardship policy for all MTW rent reform activities. As described in Appendix IV, if a household experiences a monthly increase of more than \$25 due solely to an MTW rent reform initiative, HACSM will calculate their rent according to the traditional HCV policies for an additional recertification term.
- Transition Period
 - Effective July 1, 2011, upon HUD approval, HACSM will begin implementation of this activity.
 - Families receiving foster care income, who are already on the program at implementation, will be eligible for Hardship consideration at their 1st recertification appointment. According to HACSM's Hardship Policy, if the household is experiencing a monthly rent increase of more than \$25 due solely to this MTW activity, they will have their rent calculated with the Foster Care Payments excluded for an additional recertification term.
 - For new participants, current participants who become foster parents, or foster parents adding new foster children or foster adults to their household, this activity would become effective immediately at their next action, recertification or relocation, whichever comes first.
- Public Hearing
 - See Appendix II

Activity #23: Modify Head Of Household (HOH) changes policies

A. Description of the activity

Current HUD regulations do not restrict changes in family composition and/or head of household designation. In order to encourage families towards self-sufficiency and reach more eligible households on the HCV waitlist, HACSM is proposing to implement the following policies regarding the activities surrounding changes in the head of household.

HACSM policies will include the following:

- The individual becoming the new HOH must be in the household for at least the previous 12 consecutive months, **and**
- At the time of the HOH change, the household would join the time-limited MTW Self-Sufficiency program. However, if the household is already enrolled in the time-limited MTW Self-Sufficiency program, the remaining household members would only be eligible for the remaining term, not an additional term.

With the implementation of this activity, HACSM recognizes the following exceptions to the automatic enrollment in HACSM's MTW Self-Sufficiency program:

- If the newly designated HOH is elderly/disabled, they will have the ability to "opt out" of the time-limited MTW Self-Sufficiency program if they so choose;
- If the change is the result of domestic violence;
- If the new HOH is an original household member (at the time admitted to the HCV program, or as far back as possible through files, or PIC data); or
- When the change in HOH is the result of a temporary guardian becoming the permanent guardian of existing minors on the housing application.

B. Relationship to a statutory objective

This activity addresses the MTW statutory objective of increasing HACSM's administrative efficiencies.

C. Anticipated Impact on stated objective

HACSM anticipates that as a result of this activity, the number of head of household changes will decrease, more households will join HACSM's MTW Self-Sufficiency program, and HACSM will be able to assist additional families from the waitlist due to voucher turnover.

D. Baselines, benchmarks, metrics and schedules

Baselines (Established FY2011)

1. On average, HACSM completes approximately 2 changes in HOH per month (24 annually).
2. In FY2010, approximately 240 vouchers turned over at an average rate of approximately 20 per month.

Benchmarks

1. HACSM expects a 25% decrease (6 fewer head of household changes annually) due to this activity.
2. A 10% increase in voucher turnover (an additional 2 vouchers per month). It is important to note that this is a long-term benchmark as due to the MTW time limited self-sufficiency term, this benchmark will not be reached until 2016 at the earliest (5 years following implementation).

Metrics and Schedule

1. HACSM will compare the number of head of household changes before and after implementation.
2. Currently HACSM tracks voucher utilization on a regularly occurring basis. HACSM will use this data to track any changes or trends due to the implementation of this activity in FY2012.

E. Data collection process

HACSM is developing data tracking spreadsheets to collect and monitor the data of this MTW activity, at least annually, and of any new trends.

F. Authorizations based on Attachment C

The proposed activity is authorized in HACSM's MTW Agreement, Attachment C, (D) 2 (a) (d) which waives certain provisions of Section 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(7), 8(o)(10), 8(o)(13)(F)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503, 982.518 and 982 Subpart L and 983 Subpart E and Attachment C, (D) 3 (b) which waives certain provisions of 24 CFR 982.516 and 982 Subpart E.

G. Processes for rent reform initiatives

This activity does not include rent reform initiatives.

Activity #24: **Change Automatic Termination of HAP Contract from 180 days to 90 days**

A. Description of activity

Currently, at such time as a household's rent portion equals or exceeds 100% of the contract rent for the subsidized unit, the household can remain on the HCV program for 180 consecutive days. HACSM is proposing to reduce that timeline to 90 consecutive days. HACSM plans to modify its locally designed HAP Contract to further reflect this change.

B. Relationship to a statutory objective

Increase the self-sufficiency of program participants and increase administrative efficiencies.

C. Anticipated Impact on stated objective

As a result of this activity, HACSM expects that program participants who are paying 100% of the contract rent will no longer require housing subsidy. This activity will demonstrate HACSM's expectation of their continued self-sufficiency and personal success, without the lingering need for governmental assistance. Additionally, setting the timeline to 90 days will align this program policy with the HACSM policies such as voucher expiration, absence from a subsidized unit, etc.

D. Baselines, benchmarks, metrics and schedules

Baselines (Established on data from FYE2010)

1. 24 Households left the HCV program due to "Zero" HAP status.
2. 10 Households experienced household composition changes or a decrease in income such that an interim recertification was processed and the household remained on the HCV program.

Benchmarks

1. Annually, 2 additional households (26 households in total) will graduate from the HCV program due to the "Zero" HAP 90 day policy.
2. Annually, 1 additional household (11 households in total) will successfully graduate from the HCV program rather than needing continued assistance.

Metrics and Schedule

HACSM will review the data collected at least annually.

E. Data collection process

HACSM will maintain a database of participants who reach a "Zero" HAP status and review it at least on an annual basis.

F. Authorizations based on Attachment C

The proposed activity is authorized in HACSM's MTW Agreement, Attachment C, (D) 1 (a) which waives certain provisions of Section 8(o)(7) of the 1937 Act and 24 C.F.R. 982.162

G. Processes for rent reform initiatives

This activity does not include rent reform initiatives.

Activity #25: Exclude asset income from income calculations for households with assets under \$50,000

A. Description of activity

Currently, HACSM is required to verify and include income from assets regardless of the asset value. Although HACSM has streamlined its verification process of assets under \$50,000 (see Ongoing MTW Activity #8), few applicants or participants have asset income amounts that significantly impact their total household income. Additionally, based on quality assurance file reviews, the asset income calculation continues to be problematic for staff, causing an unnecessary administrative burden to the agency.

HACSM is proposing to eliminate calculating or including income received from family assets under \$50,000. HACSM will continue to collect applicant and tenant-provided documentation regarding assets of all family members; however, if total assets of the family amount to less than \$50,000, HACSM will no longer calculate asset income in the family's total annual income and will no longer report the asset income to HUD through the HUD-50058.

HACSM has determined that this proposed policy change would have a negligible impact on HACSM's subsidy payments due to the fact that 99% of all current participants have assets less than \$50,000 and on average their total asset are \$1,265 with a resulting total asset income of \$6.00 annually. When this is combined with HACSM's TST rent reform activity (see On-Going Activity #9), HACSM expects an overall zero net cost to the agency.

B. Relationship to a statutory objective

The proposed MTW activity will increase administrative efficiencies and thereby reduce administrative costs.

C. Anticipated Impact on stated objective

The proposed activity will simplify the income calculation process and will generate significant staff time reduction in processing initial eligibility determinations and regular reexaminations.

D. Baselines, benchmarks, metrics and schedules

Baselines (Established on data from FYE2010)

1. HACSM's quality assurance team (QA) has determined that approximately 9% (34 of 408 files reviewed annually) of all file reviews fail due to errors related to assets, most notably, assets under \$50,000.

Benchmarks

1. A 100% reduction in calculation errors due to assets as determined through the quality assurance file review process.

Metrics and Schedule

HACSM will review the data collected as a result of QA file review process at both before and after implementation of this activity.

E. Data collection process

HACSM will collect data on participants total number of assets and their dollar value and the results of HACSM's QA file review results.

F. Authorizations based on Attachment C

The proposed activity is authorized in HACSM's MTW Agreement, Attachment C, (D) 1 (c) and (D) 3 (b) which waives certain provisions of Section 8(o)(5) of the 1937 Act and 24 C.F.R. 982.516, and 982 Subpart E.

G. Processes for rent reform initiatives

- Board Approval
 - See Appendix III
- Impact Analysis
 - Through HACSM's impact analysis, it was determined that 99% of HACSM's participants (4094 of 4146 households) have reported assets valued at less than \$50,000. The \$50,000 threshold was chosen to coincide with HACSM's third party verification activity (see MTW Activity # 8), as well as maintain a cost neutral impact for HACSM and the participants. On average, the income each participant family realizes as a result of their asset accounts equals approximately \$6.00 annually, less than \$.50/month. This change in the annual adjusted income calculation should have little to no impact on the participant's rent portion or HACSM's HAP costs.
 - HACSM currently has 52 participants with assets valued at more than \$50,000. This activity will allow HACSM to maintain the same high level of scrutiny of households who may have assets over \$50,000.
 - Since HACSM will continue to collect asset information from participants, HACSM will be able to determine whether or not participants' asset income will need to be included in the annual adjusted income calculation.
- Annual Re-evaluation
 - HACSM will review the impact and success of this MTW activity at least annually and make any necessary adjustments at that time.
- Hardship
 - Implementation of this activity should have no adverse effects for any participants. In fact, this activity should positively impact participant's

increasing financial self-sufficiency by simplifying the recertification process and allowing the household to potentially increase their over-all savings.

- Transition Period
 - Due to the fact that there should be no adverse effect of this activity on participant's, HACSM will implement the activity effective July 1, 2011 at the initial eligibility appointment, or at the next action with the current participants, including recertification, interim, or relocation.
- Public Hearing
 - See Appendix II

Activity #26: **Commitment of MTW Funds for leveraging in the creation of additional affordable housing in San Mateo County**

A. Description of activity

HACSM is proposing to commit up to \$4,000,000 of MTW funds for the development of additional affordable (low income, very low income and extremely low income) housing in San Mateo County. The re-programmed funds will be used to leverage additional investment funds that will be substantially larger than the HACSM commitments. Development activities may include site acquisition, substantial rehabilitation of existing stock, and development of new units. All applicable federal regulations, e.g. environmental, labor, etc., will be followed.

Two current examples of developments that will increase the number of affordable units once they can obtain sufficient development financing are Half Moon Village and Midway Village. HACSM has entered into an Exclusive Negotiations Agreement with Mid-Peninsula Housing to re-develop Half Moon Village, a 60-unit affordable senior housing property. This re-development, expected to cost approximately \$57 million, includes a multi-faceted approach with other senior service providers to use the existing land to create a senior “campus.” The Half Moon Village portion of the project will consist of 160 new units of affordable housing, an increase of 100 units versus the current 60.

Other partners, on adjacent land comprising the “campus” (separately owned and developed with no Housing Authority financing) will include a broad continuum of care for senior-related services, some of which may include the following, assisted living and hospice services as well as medical and food services. Groundbreaking for the Half Moon Bay Senior Campus is slated for December 2012. HACSM has also recently completed a Section 18 disposition of Midway Village, a 150-unit Public Housing property in Daly City. Again, having the ability to leverage funds would give HACSM the ability to significantly increase the number of affordable units when the property begins the re-development process in the near future.

B. Relationship to a statutory objective

Increase the housing choices for low income families in San Mateo County by increasing the availability of affordable housing.

C. Anticipated Impact on stated objective

HACSM anticipates that this MTW activity will positively impact low income families in San Mateo County through the use of housing funds to actually increase the total number of affordable housing units. HACSM plans to project base up to 160 vouchers for the Half Moon Bay redevelopment project, 60 of which have been in long-standing use by the existing Half Moon Village. Due to the current paucity of affordable housing development funds, having these MTW funds available for leveraging will enable achievement of the objective which otherwise could not be achieved.

D. Baselines, benchmarks, metrics and schedules

Baselines (Established on data from FYE2011)

3. HACSM has not previously invested MTW funds in the creation of affordable housing.
4. HACSM has expended \$0 annually for affordable units in San Mateo County.

Benchmarks

3. HACSM will see the creation of at least 20 affordable units per \$1,000,000 invested.
4. Through leveraging of \$4,000,000 MTW funds (or portion thereof), HACSM expects at least 10 times the proportional amount (\$40,000,000 for the full amount) will be available for affordable housing in San Mateo County.

Metrics and Schedule

HACSM will review the data collected at least annually.

E. Data collection process

HACSM will continue to review the annual budget and block grant funds and review it at least on an annual basis.

F. Authorizations based on Attachment D, "Use of MTW Funds"

The proposed activity is authorized in HACSM's MTW Agreement, Attachment D, which waives certain provisions of Section 3(b)(2)

G. Processes for rent reform initiatives

This activity does not include rent reform initiatives.

SECTION VI – On-Going MTW Activities: HUD approval previously granted

A. List activities continued from the prior Plan year(s); specify the Plan Year in which the activity was first identified and implemented;

On-Going Activities	Date Identified	Date Implemented	Update	Anticipated Changes
1) MTW/FSS Program (in coordination with community self-sufficiency partners)	5/1997	5/1/2000	Still in effect	Change term to 5 years for new program participants beginning 7/1/2011.
2) Housing Readiness Program (in coordination with community supportive services providers)	4/15/2008	7/1/2008	Still in effect	Add flexible term of participation up to 5 years.
3) Elimination of 40% affordability cap at initial move in/lease up	5/1997	5/1/2000	Still in effect	None
4) Escrow Accounts	5/1997	5/1/2000	Still in effect	None
5) Expand usage of project-based vouchers at HACSM developments undergoing disposition process	4/15/2008	7/1/2008	Awaiting HUD approval of Demo/Dispo Application	None
6) Biennial re-certification schedule for elderly/disabled households	4/15/2009	7/1/2009	Still in implementation stage	None
7) Simplify Rent Calculation Process	4/15/2009	7/1/2009	With the implementation of the Tiered Subsidy Table, in July 2010, HACSM eliminated the proposed standard utility deduction activity.	HACSM is removing the "inclusion of previously excluded income sources" from the "Simplify Rent Calculation Process" Activity.

On-Going Activities	Date Identified	Date Implemented	Update	Anticipated Changes
				Instead, the inclusion of Foster Care, Kin Gap and Adoption Assistance Payments in the calculation of Annual Income is being proposed as a new MTW Activity for FY12– See New Activity #22
8) Simplify Third-Party Verification Process	4/15/2009	7/1/2009	Still in effect	None
9) Tiered Subsidy Tables	4/15/2009	1/1/2010	Still in effect. Currently in implementation stage.	Expanding to remaining HCV participants who were already in HCV program prior to March 1, 2010.
10) Simplify HQS Processes	4/15/2008	7/1/2009	Eliminated the following effective 7/1/2010: <ul style="list-style-type: none"> • Multi-Unit HQS Inspection Sampling • Owner Self-Certification for minor repairs 	See Activity #15 for information on HACSM's Biennial HQS Inspection Schedule
11) Eliminate competitive process for allocation of Project Based vouchers to formerly public housing units	10/6/2009	TBD	Awaiting HUD approval of the Demo/Dispo Application.	None
12) Waive 12 month stay requirement for residents in formerly public housing units converted to project based units	10/6/2009	TBD	Awaiting HUD approval of the Demo/Dispo Application.	None

On-Going Activities	Date Identified	Date Implemented	Update	Anticipated Changes
13) Accept lower HAP for in place Public Housing residents, at conversion to PBV	10/6/2009	TBD	Awaiting HUD approval of the Demo/Dispo Application.	None
14) Establish flat or market rate policy for over income Public Housing residents at conversion of Public Housing units to Project Based units	10/6/2009	TBD	Awaiting HUD approval of the Demo/Dispo Application.	None
15) Institute biennial inspection schedule for units under contract	4/15/2010	7/1/2010	Currently in implementation stage.	None
16) Expand the Section 8 Project Based Voucher Program	4/15/2010	5/23/2011	Currently in implementation stage.	None
17) Revise Eligibility Standards	4/15/2010	7/1/2010	Currently in implementation stage.	None
18) Eliminate 100% excluded income from the income calculation process	4/15/2010	7/1/2010	Currently in implementation stage.	None
19) Eliminate the requirement to complete new HAP contract with utility responsibility changes	4/15/2010	7/1/2010	Currently in implementation stage.	None
20) Apply current payment standards at interim reexamination	4/15/2010	7/1/2010	Currently in implementation stage.	None

On-Going MTW Activity #1: MTW/FSS Program (in coordination with community self-sufficiency partners)

A. Description of the activity

HACSM's MTW program was first implemented in May 2000. It was originally developed to respond to welfare reform and thus was fashioned to focus almost exclusively on improving families' self-sufficiency in preparation for the conclusion of their welfare assistance. The core design of HACSM's original MTW program consisted of limiting Housing Choice Voucher assistance to a maximum of six years, while at the same time offering self-sufficiency services to those participants. In order to reach the target population, HACSM only accepts new admissions through a referral process. The referring agency may be a county welfare or social service department, drug treatment facility, and/or homeless shelter. In addition to referring eligible families for admission to the MTW program, these same referring agencies have signed agreements with HACSM to provide appropriate case management services to the family throughout the term of their subsidized housing assistance.

All MTW Self-Sufficiency participants are required to participate in HACSM's Family Self-Sufficiency (FSS) program, which requires families to be gainfully employed and free of welfare assistance 12 months prior to the end of the FSS contract. Non-compliance with the FSS contract is cause for termination of housing assistance. HACSM collaborates with county and non-profit service providers to prepare MTW households to be economically self-sufficient in the very expensive San Mateo County housing market upon graduation. See Appendix Four for more information on HACSM's hardship policy.

B. Update on the status of the activity

The MTW Self-Sufficiency program incorporates a network of local service providers to assist program participants to achieve economic self-sufficiency. 240 families have entered the program since HACSM began its second round of outreach in late 2007. While a majority of the program participants are still within their six-year contract term, 17 have exited the program early due to a variety of reasons. Of the 17 families that exited early, 10 had an increase in employment income. HACSM enrolled four (4) new families into the program because of the turnovers. HACSM will continue to use the turnover vouchers to admit eligible families to its time-limited programs, including the Housing Readiness program.

Effective July 1, 2011, HACSM will change the term of participation to five (5) years for all new MTW Self-Sufficiency participants.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #2: Housing Readiness Program (in coordination with community supportive service providers)

A. Description of the activity

In July 2008, HACSM received HUD approval to implement its Housing Readiness Program.

The impetus for the program came through HACSM's partnerships with San Mateo County's Center on Homelessness and other providers of homeless services. The goal of this partnership was to develop and implement a pilot housing program to serve up to 60 homeless individuals and families. Program participants have the ability to receive rental subsidy for up to three years while at the same time having continued access to various support programs. At the end of the three-year term, successful graduates may transfer to other affordable housing programs, managed by other community partners. This program responds to critical needs identified in San Mateo County's comprehensive 10-year plan to end homelessness and follows the "housing first" strategy. The program includes formal research components via the HUD Homeless Management Information Systems (HMIS).

The 60 vouchers for the Housing Readiness Program were a carve-out from the original 300 MTW voucher allocation. As is the case with the original MTW participants, Housing Readiness participants do not have the ability to use their voucher for portability to another housing authority.

B. Update on the status of the activity

Since the inception of the program in early 2009, 58 homeless individuals and families have been assisted under the Housing Readiness program. These families came from a variety of places such as shelters and institutions. Because all of the program participants are still within their contract terms, there have been no hardship requests as of the reporting date.

As a result of a research study that was completed in 2010, several recommendations were provided to increase the positive outcomes for Housing Readiness participants, including more robust case management from the supportive service providers and possible changes to the voucher term. HACSM is currently in discussions with the referring agencies to determine whether or not there is a need to modify the term of participation and the support services needed for housing stability.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators. However, in early 2010, HACSM entered into a contract with a Mills College graduate student to complete a policy research project on the

Housing Readiness Program. The results of this research project are being used by HACSM and the referring agencies to fine tune the program policies and necessary modifications for participant success.

On-Going MTW Activity #3: Elimination of 40% affordability cap at initial move in/lease up

C. Description of the activity

The original MTW contract, executed in 2000, allowed HACSM to eliminate all limits on the proportion of household income that could be spent on housing costs for its initial 300 time-limited MTW Self-Sufficiency participants. In the FY2009-2010 MTW Annual Plan, HACSM received HUD approval to expand this initiative to the entire HCV program.

This MTW activity was designed to support a family's ability to have greater housing choice, through having access to cities throughout San Mateo County. Prior to July 2009, many HCV applicants, leasing up for the first time, and participants, in the relocation process, were unable to secure housing outside high poverty areas due to the restrictive 40% affordability cap.

It was fortunate that HACSM's Leasing Team had been successful in negotiating with owners to reduce contract rents to a level that would meet the 40% cap requirement. However, there were also numerous times that HACSM had to deny Requests for Tenancy Approvals (RTAs) that were only nominally higher than the 40% cap. As a result, many families lost the units or owners accepted a lower amount with a shorter lease term, only to increase the rent to the original amount after the initial lease term expired because the 40% cap did not apply to existing participants with continued occupancy.

HACSM continues to play a major role in negotiating rents on behalf of the participant when needed and has established safeguards to ensure the tenant portion of rent is affordable to the participant. Safeguards include, but are not limited to:

- Discussion of rent affordability with the participant before move-in
- Outreach to property owners to increase housing availability
- A calculation tool that shows the tenant portion of rent in relation to his/her income and also requires supervisory approval procedures if the tenant rent burden is over 50% of their annual adjusted income.

D. Update on the status of the activity

Not having a fixed affordability cap provides for more housing choices for participants. Because HACSM continues to assist in rent negotiation to ensure that the tenant rent is within a reasonable level, 91% of the households pay less than 40% of their annual adjusted income towards their rent.

E. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

F. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #4: Escrow Accounts

A. Description of the activity

Effective July 1, 2009, HACSM changed the method by which escrow is calculated for the FSS program participants. Instead of using a calculation that only looks at increases in earned income, HACSM designed a calculation method that considers several activities that support a families increasing self-sufficiency.

The calculation methodology is as follow:

1. \$1,000.00 per family who has increased a minimum of \$1,200 annually in earned income at graduation.
2. \$100.00 for each completed educational goal such as a GED, a degree from an accredited school/college, a vocational certificate, etc. The maximum escrow credit for achieving educational goals will be \$300.00 per family.
3. \$100.00 per family for completing a HACSM-approved budget class.
4. \$1,500.00 per family for increasing savings by an additional \$1,500.00 or more at graduation.
5. \$1.00 for each credit score point improved. The escrow credit for improving credit score is limited to one adult family member per family.

As stated above, to support the full spectrum of self-sufficiency activities needed for a participant to become self-sufficient, HACSM has designed an escrow calculation method in which families may qualify for one, or more, of the escrow credits stated above. Escrow will be calculated and credited at the end of the FSS Contract term and only if the family provides credible and verifiable documentation showing they qualify for each the escrow credit type. The maximum escrow credit and pay out at graduation will be \$3,000.00 per family. Because escrows are calculated and credited at the end of the FSS Contract term, interim withdrawals were eliminated.

B. Update on the status of the activity

HACSM has achieved greater cost effectiveness with this MTW activity by reducing the time spent in calculating escrow credit and servicing escrow accounts. At the same time, HACSM provided increased opportunities for families to receive escrow pay outs upon graduation. During FY2009-2010, four(4) families received escrow for achieving goals such as completing educational programs, increasing savings, and improving credit scores. Of these four families, two earned additional escrow under the new calculation method which recognizes education and job training goals, as well as increases in income.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #5: Expand usage of project-based vouchers at HACSM developments undergoing disposition process

A. Description of the activity

In HACSM's MTW Annual Plan (FY10) Amendment (approved by HUD December 2010), HACSM received approval to project-base up to 100% of the public housing units undergoing the demo/dispo process. HACSM submitted its demo/dispo application in June 2010 and is currently waiting for HUD's approval to continue the dispo process. Once approved, HACSM will sell the property to a HACSM affiliated non-profit entity with the goal of maintaining all of the housing units at an affordable level.

B. Update on the status of the activity

HACSM is unable at this time to determine the impact of this activity, but at the outset is approaching this process with the goal of maintaining all of the housing units at an affordable level.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #6: Biennial re-certification schedule for elderly/disabled households

A. Description of the activity

In FY2009-2010, HACSM proposed and was granted HUD approval to recertify HCV households designated as elderly or disabled every other year. Through HACSM's research and stakeholder input, it was determined that the annual recertification process was especially cumbersome and repetitious for persons who are elderly or disabled as they have few changes in household income and/or composition from year to year. An additional support for this activity was substantiated by studies that suggested the administrative cost for processing each recertification was equal to, or greater than the decrease in the housing assistance payments (HAP).

B. Update on the status of the activity

Due to the Biennial Recertification schedule itself, HACSM is approximately halfway through the implementation process for this activity. Although this activity is not fully implemented yet, it has already either met or exceeded HACSM's anticipated benchmarks. Due to the significant workload reduction, HACSM staff has been able to re-allocate their time to other areas, including but not limited to increasing customer service, improved accuracy in calculations, and activities that support participants increasing self-sufficiency.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #7: Simplify Rent Calculation Process

A. Description of the activity

In FY2009-2010, HACSM received approval to implement several MTW activities regarding rent calculation policies and procedures. It was HACSM's intent that by doing so, the new activities would result in a more transparent process for participants, a streamlined and more efficient practice for HACSM and overall improvement in the accuracy of the calculations. Following are the key aspects of the rent calculation activities.

o Standardize Utility Allowances by Unit Size

Due to the implementation of the TST in March 2010, HACSM did not and does not plan to implement this activity in the future and as such is eliminating it from the MTW activities.

o Change the Definition of Income

- Including certain income sources which were previously considered excluded such as foster care payments, in the rent calculation process. HACSM is re-introducing this as a New MTW Activity with this MTW Annual Plan. (See New Activity #22)
- Elimination of the imputed asset rate calculation. HACSM received HUD approval, and implemented this activity in July 2009. Instead of completing an additional calculation with the HUD passbook interest rate, HACSM simply calculates interest from assets based on the actual interest earned.

o Eliminate the Earned Income Disallowance (EID)

As part of the rent simplification activity, HACSM proposed and received HUD approval to eliminate the Earned Income Disallowance (EID) in July 2009. Due in part to the proposed biennial recertification timeline for elderly and disabled families (see On-going Activity #6), an individual who is eligible for EID will essentially receive a 100% disallowance of employment income through this new schedule. HACSM determined that continuing the currently mandated EID process would be contrary to the improved efficiencies and could result in additional stress on the families through additional appointments with HACSM as well as the administrative burden to HACSM staff.

B. Update on the status of the activity

As a result of this MTW activity, both applicants and participants have experienced a significant reduction in the length of time required for on-going eligibility determinations. Due to the interconnectedness of the MTW program design overall, many of the MTW activities support each other and therefore the end result is significant time savings for the participant.

In the case of the elimination of EID, HACSM received no hardship requests. And, through HACSM's tracking and research during FY2010, all but two eligible families experienced income increases while on the biennial recertification schedule. For the two families who may have been negatively impacted by this activity, the annual income increase was less than \$400 which did not substantially affect their rent portion.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #8: Simplify Third-Party Verification Process

A. Description of the activity

In FY2009-2010, HACSM received HUD approval to simplify the third-party verification process associated with earned income, asset income, and medical and child care expenses, in an effort to relieve administrative burdens, increase productivity, reduce calculation errors and ease the intrusive nature of the process for HCV applicants and participants. HACSM continues to use the Enterprise Income Verification (EIV) system for verification of participant identity, wages and other assistance benefits.

o Increase asset values requiring third-party verification

Effective July 1, 2009, HACSM increased the threshold at which assets require third-party verification from \$5,000 to \$50,000 for the HCV programs. In place of third-party verification, the family is required to provide a current statement from the financial institution(s) showing the balance of the asset account(s).

All assets valued over \$50,000 continue to require third-party verification.

o Streamline verification of eligible medical expenses

Effective July 1, 2009 HACSM instituted a streamlined verification process for eligible medical expenses in the HCV programs to ease both the administrative burden for the Housing Authority and the challenges to the participants. HACSM instituted a policy in which eligible families, who claim medical expenses, are required to sign a self-certification and provide supporting documents from credible and established sources, such as receipts from medical care providers or pharmacy statements as proof of the claimed expenses.

o Streamline the verification process for eligible child care expenses

Effective July 1, 2009 HACSM instituted a streamlined verification process for eligible child care expenses in the HCV programs to ease both the administrative burden for the housing authority and the challenges to the participants. To reduce the challenges in verifying claimed child care expenses, eligible families who claim child care expenses are now required to sign a self-certification and provide supporting documents from credible and established sources, such as day care invoices, receipts or written statements from the child care provider as proof of the claimed expense. Expenses incurred from an adult member of the household who provides child care or the absent parent who does not reside in the subsidized unit, are not acceptable.

o Extend the verification timeline to 120 days

Effective July 1, 2009, HACSM received HUD approval and implemented a revised timeline for verification documentation to 120 days for HCV applicants and participants.

This new timeline reduces duplication of work and accelerates an applicant's admission to the program and a participant's recertification for continuing program eligibility.

B. Update on the status of the activity

The MTW objective of reducing federal costs has been realized through this activity as well as the immediate administrative relief for staff and participants. HACSM has been able to re-direct cost savings from this activity, with no reduction in the accuracy of the rent calculations, to activities that improve the customer service of the agency and the increased self-sufficiency of participants.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #9: Tiered Subsidy Table (TST)

A. Description of the activity

In late 2009, HACSM received HUD approval to implement the TST. On March 1, 2010, HACSM implemented the TST for all HCV applicants, Project-Based participants, the original 300 MTW Self-Sufficiency program participants, and relocating HCV participants based on their voucher bedroom size and annual adjusted income.

The TST, a subsidy table representing the first of its kind in the nation, gives HACSM the ability to inform participants of the maximum dollar amount that HACSM will contribute to their housing costs *at the time* of voucher issuance. This is a 180° change from the current HCV rules that cannot determine the participant's rent portion until after a potential unit is secured and the contract rent and utility responsibilities are finalized with the landlord/owner.

While other housing authorities have established rent tables that inform a participant of their rent portion based on eligible bedroom size, HACSM's TST gives participants the ability to search for available units with the knowledge of how much HACSM will contribute to their housing costs throughout San Mateo County, make personal decisions as to how much of their income they are comfortable contributing towards their housing costs, and practice in negotiating with owners through the leasing process. HACSM's intention through this program change is to empower the participants to take personal responsibility for their lives, starting with their housing decisions.

To determine the maximum subsidy amount, the annual adjusted income for the family is determined from the rent calculation, including all deductions and allowances for which the family is eligible (dependent, elderly, child care, medical, and disability assistance) and is then compared to their eligible voucher size. For mixed families (households with ineligible family members), the subsidy is prorated based on the number of eligible and ineligible family members. For additional information on the TST, see Appendix Five.

As a result of this policy change, HACSM no longer makes Utility Assistance Payments (UAP) to participants since any utility cost incurred by the participants has already been factored into the subsidy amount per bedroom size.

B. Update on the status of the activity

Upon implementation of the TST, new applicants in San Mateo County found and moved into rental units, both apartments and single family homes, in a significantly shorter timeframe. Original tracking showed an approximately four (4) week decrease in the time needed to find and secure a unit. In the first six months of implementation, participants and applicants experienced a 20 day decrease in the time needed to find and secure a rental unit and a 2 week decrease in the length of time to determine initial eligibility. For a family in need of housing, a month (34 days) is a significant decrease.

Due to the success of the initial implementation of the TST (March 1, 2010 – December 31, 2010) for new applicants, relocating participants, Self-Sufficiency and Project Based program participants at recertification, effective January 1, 2011, HACSM I expanded the

TST Program to all voucher holders, effective at their next annual, interim, or relocation, whichever comes first.

- C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

- D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #10: Simplify HQS Processes

A. Description of the activity

In an effort to increase administrative efficiencies and cost savings, HACSM received HUD approval, July 1, 2009, to simplify the annual HQS inspection process in several areas, with no reduction in assurance of housing quality, by reducing the total number of units inspected each month through a sampling process for certain units, implementing a self-certification process for certain fail items, and allowing HACSM to inspect units at HACSM-owned properties.

o Sampling process for Multi-Unit Developments (eliminated effective 7/1/2010)

Current HUD regulations mandate inspection of HCV units at least annually to determine compliance with HQS standards. For owners with ten or more subsidized Section 8 units in their complex and a history of high performance, in July 2009, HACSM selected a 25% random sample of units to be inspected for HQS compliance. The sample was drawn randomly so as to ensure compliance of all units with HQS

The reduction in the total number of units inspected allowed for increasing attention to identified problems as well as the ability for the inspectors to conduct additional outreach to new potential owners, or those owners with units in areas with low poverty concentration.

Through HACSM's experience with the MTW Multi-Unit inspection activities in FY2010, HACSM was able to research, design, propose and implement (in August 2010) a more aggressive MTW inspection activity (Biennial Inspections for all HCV Units) in FY2010-2011. HACSM's "Multi-Unit Development Sampling" activity significantly reduced the number of annual inspections, with no decrease in the conditions (meeting HQS) of units overall. As a result, HACSM felt confident implementing a biennial inspection schedule for all units in FY2011, and therefore eliminated the Multi-Unit Inspection Activity.

o Self-Certification for Repairs (eliminated effective 7/1/2010)

July 1, 2009, HACSM implemented a new policy allowing property owners, who have not had their HAP abated due to non-compliance, the permission to provide written self-certification for the completion of minor fail items. The following Housing Quality Standards violations are some of the items that may be classified as minor fail items:

- Presence of a cracked switch plate/outlet cover;
- Chipped/peeling/cracked paint when no child under 6 resides in the unit and the unit was built after 1978;
- Stove burners that do not work and/or knobs that are missing or broken;
- Fail items for which the owner provides a receipt verifying the repair item is on order or has been installed;
- A yard area surrounding the building that is overgrown with weeds; and
- A smoke detector that needs a replacement battery.

○ **HACSM to inspect HACSM-owned properties**

Effective July 1, 2009, based on HUD's approval of HACSM's MTW Annual Plan, HACSM was given the ability to inspect for HQS compliance, HACSM-owned or affiliated properties. Prior to this MTW activity, HACSM was required to hire third-party inspectors to inspect the 60 units at Half Moon Village, a project-based senior complex, each year. In July 2010, HACSM included clarification language that HACSM would not be required to submit HACSM-owned or affiliated inspection reports to the HUD Field Office, but instead would keep the reports on file and supply them to the Field Office when, or if, requested.

B. Update on the status of the activity

Through HACSM's experience with the MTW inspection activities in FY2010, HACSM was able to research, design, propose and implement (in August 2010) a more aggressive MTW inspection activity in FY2010-2011. HACSM's "Multi-Unit Development Sampling" activity significantly reduced the number of annual inspections, with no decrease in the conditions (meeting HQS) of units overall. As a result, HACSM felt confident implementing a biennial inspection schedule for all units in FY2011.

As a result of HACSM's experience in 2009-2010, it was decided to eliminate the "Owner Self-Certification for Minor Repairs" activity.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #11: Eliminate competitive process for allocation of Project Based vouchers to formerly public housing units

A. Description of the activity

Approved by HUD in HACSM's FY 2009-2010 Annual Plan, HACSM will allocate project-based vouchers to its former public housing units without the use of a competitive process. This activity is designed to complement the On-Going MTW Activity #5 described above.

Currently, HACSM operates two public housing developments: Midway Village, a 150-unit complex located in Daly City, and El Camino Village, a 30-unit complex located in Colma. The flexibility afforded through this MTW activity will allow HACSM to streamline the demo/diso process and shorten the transition period for families to decide whether to remain in place or exercise their ability to move with voucher assistance.

Increased fiscal responsibility will also be achieved, as this activity will be critical in helping HACSM create a stable and reliable financial outlook for these units, providing more timely maintenance and upgrades and in the preservation of affordable housing units in San Mateo County.

B. Update on the status of the activity

In January 2011, HACSM received approval for the Disposition of Midway Village. And, as of May 1 2011, all 150 units have been converted to Project Based. The Demo/Dispo application for El Camino villages 30 units, however, was not approved. HACSM is currently re-writing the Demo/Dispo application for El Camino Village and plans to submit it by the end of CY2011

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #12: Waive 12 month stay requirement for residents in formerly public housing units converted to project based units

A. Description of the activity

Approved by HUD in HACSM's FY 2009-2010 Annual Plan, with the approval of HACSM's demo/diso application, existing public housing residents at the time of disposition will not be required to stay in their unit for 12 months after conversion to PBV assistance to receive the tenant transfer voucher.

Instead, former public housing residents will have the choice to determine when and if they want to move. HACSM expects that some current public housing residents will choose to move into the private rental market and potentially have access to housing in tenant preferred school districts, closer proximity to their employer or additional employment opportunities, and/or closer to public transportation.

B. Update on the status of the activity

In January 2011, HACSM received approval for the Disposition of Midway Village. And, as of May 1 2011, all 150 units have been converted to Project Based. The Demo/Dispo application for El Camino villages 30 units, however, was not approved. HACSM is currently re-writing the Demo/Dispo application for El Camino Village and plans to submit it by the end of CY2011.

HACSM looks forward to reporting back on the success of this initiative in the FY2011 Annual Report.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #13: Accept lower HAP for in place Public Housing residents, at conversion to PBV

A. Description of the activity

In FY2009-2010 HACSM received HUD approval to accept lower HAP for in-place public housing residents at the time of conversion to Project-Based units. At the time of disposition, if a public housing resident is residing in an oversized unit and HACSM does not have the proper size unit available for the resident to relocate, HACSM will accept a lower HAP based on the unit size the resident qualifies for and not the actual unit size the resident is occupying. This MTW policy flexibility will ensure residents that remain in former public housing units after disposition, and who are "over-housed", i.e. occupying units that have more bedrooms than permitted under voucher unit size rules, have continued access to housing assistance in their current unit. However, as is the current policy, as units of the appropriate size become available at the subject project-based property, the over-housed resident will be required to move into the newly available unit.

B. Update on the status of the activity

In January 2011, HACSM received approval for the Disposition of Midway Village. And, as of May 1 2011, all 150 units have been converted to Project Based. The Demo/Dispo application for El Camino villages 30 units, however, was not approved. HACSM is currently re-writing the Demo/Dispo application for El Camino Village and plans to submit it by the end of CY2011.

HACSM looks forward to reporting back on the success of this initiative in the FY2011 Annual Report.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #14: Establish flat or market rate policy for over income Public Housing residents at conversion of Public Housing to Project Based units

A. Description of the activity

Approved by HUD in HACSM's FY 2009-2010 Annual Plan, HACSM will permit current residents of public housing undergoing the disposition process and who are not eligible to receive a voucher due to exceeding the income limitation of the voucher program, to have the option of remaining in the unit at the higher of the flat rate or market rate for the unit for a maximum of 12 months. Additionally, should the former resident's income level in the subsequent six months (after vacating the public housing development) decrease to a level that they would be income eligible, they will be allowed to re-apply to the project-based wait list with a preference. At such time as the resident vacated the unit, the unit would convert to a standard project-based unit.

B. Update on the status of the activity

In January 2011, HACSM received approval for the Disposition of Midway Village. And, as of May 1 2011, all 150 units have been converted to Project Based. The Demo/Dispo application for El Camino villages 30 units, however, was not approved. HACSM is currently re-writing the Demo/Dispo application for El Camino Village and plans to submit it by the end of CY2011.

HACSM looks forward to reporting back on the success of this initiative in the FY2011 MTW Annual Report.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #15: Institute biennial inspection schedule for units under contract

A. Description of the activity

Effective August 1, 2010, after receiving HUD approval in late June 2010, HACSM began implementation of a biennial inspection schedule for all HCV units, with the provision to establish exceptions, such as annually inspecting units abated in the previous 12 months. As stated in the FY2009-2010 Annual Plan, upon request by the family, landlord, or other third parties, HACSM will continue to conduct complaint inspections as is the current practice. In addition to regularly scheduled HQS inspections, HACSM will also continue to conduct random quality control inspections to ensure that both landlords and families are abiding by the HQS requirements and HQS standards are being applied consistently.

Although some units may have a biennial inspection schedule, all units must at all times meet Housing Quality Standards while they are under contract.

B. Update on the status of the activity

HACSM is currently in the very early stages of implementation of this activity; however, we look forward to reporting back on the impact of this activity in our 2011 Annual Report.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #16: Expand the Section 8 Project Based Voucher Program

A. Description of the activity

Effective July 1, 2010 HACSM received HUD's approval to increase its voucher budget allocation to the Project/Provider-Based programs. Currently HACSM has 384 project-based units. As a result of this initiative, HACSM is proposing to potentially increase the number of project-based units to 1,200. These programs will be one of the major resources for the development of additional affordable housing units and will enable the County to meet the goals of the HOPE Plan, San Mateo County's 10 year plan to end homelessness. HACSM recognizes that the number of available "traditional" HCV vouchers will be decreased as a result. However, in selecting future project-based projects, HACSM will give preference to properties that are newly constructed, located near public transportation corridors, and contain energy efficient features. This will increase housing choice for families by increasing the supply of decent, safe, and sanitary affordable housing (i.e this would represent units that otherwise would not be constructed).

As part of HACSM's anticipated Provider-Based program, HACSM is expecting to reach populations in San Mateo County who are currently under-served with programs designed in concert with the potential Provider-Based award designee. Because the voucher assistance will be directly related to the unique services of the Provider-Based program, there is a far greater potential to serve additional families at their time of greatest need, with greater flexibility and tailored to their specific barriers.

By diversifying the use of our finite number of vouchers, this initiative will provide a wider variety in type and location of housing for our participants, present and future.

B. Update on the status of the activity

HACSM is still in the planning stage for its Provider-Based program. Initial program design has been explored and the next steps are to receive input from community-based organizations who may become partners in the program. It is anticipated that the program will become operational in mid-2011.

In May 2011 HACSM posted an RFP from supportive services providers in San Mateo County with a deadline for submission, June 24, 2011. HACSM received six applications and is now reviewing the applications in preparation for selecting one or more of the proposed programs, according to the selection criteria detailed in the RFP.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #17: Revise Eligibility Standards

A. Description of the activity

Effective July 1, 2010, HACSM received HUD approval to apply an asset value limit for all new applicants and participants. HACSM's new policy is such that if an applicant has assets valuing more than \$100,000, or a present ownership interest in a suitable home in which they have a legal right to reside, they are determined ineligible for the program. If a participant has experienced an increase in assets valued at more than \$100,000, or has (since their last reexamination) gained ownership interest in real property in which the participant has a legal right to reside, the participant would be determined ineligible for continued assistance. This determination is made through the recertification process, annually or biennially, based on the household's regular recertification schedule. (Note: HACSM has a biennial recertification schedule for elderly and/or disabled households.)

B. Update on the status of the activity

HACSM is in the early implementation stages of this activity. However, to date, two new applicants from HACSM's 2008 HCV waitlist have been denied eligibility due to this activity which allows for greater movement on the waitlist and HACSM's ability to reach the neediest members of our community. As of November 2010, no participants have left the HCV program due to this activity.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #18: Eliminate 100% excluded income from the income calculation process

A. Description of the activity

Effective July 1, 2010, HACSM received HUD approval to change how it processes excluded income sources. HACSM will no longer verify, count, or report income that HUD specifies as 100% excluded from the income calculation process. Examples of 100% excluded income sources are food stamps, income from minors, LIHEAP (energy assistance payments for low income households), and more. HUD regulation 24 CFR 5.609 (c) provides a complete list of all income sources that HUD specifies to be excluded when calculating a family's annual income, however, with the approval of this Plan (FY12), HACSM is proposing in MTW Activity #22 to now verify and include Foster Care, KinGap and Adoption Assistance payments in the calculation of the households Annual Income. Because this income, with the exception of those income sources defined in MTW Activity #22, is excluded from the income calculation process, it does not affect the amount of a family's rental assistance.

Although HUD regulates which income must not be included when calculating rental assistance, the HUD-50058 requires HACSM to report all family income, including income that is excluded from the rental assistance calculation process. Given the numerous sources of 100% excludable income, the cost and time related to verification and calculation on the 50058 of excluded income is significant and causes unnecessary administrative and financial burdens to the agency. The verification and reporting of income that has no effect on the amount of housing assistance a family receives also invites unnecessary errors in the reporting and calculation process.

B. Update on the status of the activity

HACSM implemented this activity on July 1, 2010 and has been monitoring the effectiveness through the Quality Assurance Team's file reviews. By eliminating the collection, verification and calculation of excluded income sources the accuracy of the rent calculations has improved as well as the over-all timeliness of recertifications, interim, annual and biennial. HACSM will be completing a time-study in the next month and looks forward to a more detailed discussion of the effectiveness of this activity in the upcoming Annual Report.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #19: Eliminate the requirement to complete new HAP contract with utility responsibility changes

A. Description of the activity

CFR 982.308 (g) (2) (i) requires PHAs to execute a new HAP contract with the owner if there are any changes in lease requirements governing tenant or owner responsibilities for utilities or appliances. Effective July 1, 2010, HACSM received HUD approval to eliminate the requirement of executing a new HAP contract with the owner in such instances as described above. Instead, upon receipt of a written notification from the tenant or the owner detailing the changes, HACSM will review the contract rent to ensure its rent reasonableness, adjust the tenant portion of rent and HAP payment if applicable, and confirm the changes by issuing a rent change notice.

It is important to note that this initiative only applies to participants who have a HAP contract in place prior to July 1, 2010 and who do not relocate. All other new, or relocating, participants are immediately entered into the Tiered Subsidy Table (TST) program. Due to the design of the TST initiative, the utility responsibilities are already factored into the housing assistance, whether or not the participant or owner is responsible and therefore this activity would not be required. (For additional information on the TST program, please see On-going MTW Activity #9.)

B. Update on the status of the activity

HACSM implemented this activity July 1, 2010. Staff and owner feedback to date has been very positive regarding this activity as it has increased HACSM's ability to process these types of changes in a more timely way. HACSM looks forward to providing additional results of this activity in its upcoming Annual Report.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

On-Going MTW Activity #20: Apply current payment standards at interim reexamination

A. Description of the activity

Current HUD regulations require that when the payment standard increases during the term of the HAP Contract, the increased payment standard will be used to calculate the monthly housing assistance payment for the family at the family's first regular reexamination on or after the effective date of the increase in the payment standard. If the payment standard decreases during the term of the HAP Contract, the lower payment standard generally will be used at the family's second regular reexamination following the effective date of the decrease in payment standard.

In addition, irrespective of any increase or decrease in the payment standard, if the family unit size increases or decreases during the HAP contract term, the new family unit size must be used to determine the payment standard for the family beginning at the family's first regular reexamination following the change in family unit size.

Under HACSM's biennial reexamination schedule for elderly and disabled households (see On-Going MTW Activity #6), reexaminations are now conducted every two years. In addition, other families report changes in family composition that may impact the payment standard used. The long span of time between reexaminations may create a financial hardship for families who experience a decrease in their income or a higher HAP cost for HACSM for families who experience an increase of the contract rent that would result in an interim adjustment. If HACSM continues to apply the payment standard used at the time of the last reexamination, the family may experience a higher rent burden for a longer time. Additionally, using current payment standards will eliminate HACSM's responsibility of having to track which payment standard is correct and alleviate the confusion and inconsistency in determining the family's first regular reexamination on or after the effective date of the increase in the payment standard or the family's second regular reexamination following the effective date of the decrease in payment standard.

To reduce the family's rent burden and eliminate the confusion among staff and to increase housing choice for families, effective July 1, 2010, upon HUD's approval, HACSM implemented a policy to apply the current payment standard to the calculation of the monthly housing assistance payment at whatever time the action is being processed (i.e. interim reexaminations, annual reexaminations). HACSM will continue to give the family at least 30 days notice of the rent increase in the event the family's rent portion increases as a result of this proposal.

It is important to note that this initiative only applies to participants who had a HAP contract in place prior to July 1, 2010 and who do not relocate. All other new, or relocating, participants are immediately entered into HACSM's TST program. (For additional information on the TST, please see On-Going MTW Activity #9.)

B. Update on the status of the activity

HACSM implemented this activity July 1, 2010. An initial result has been an increase in the accuracy in the application of the appropriate payment standard for unit size changes that occur during interim recertifications. This positive trend has been tracked via HACSM's Quality Assurance Team file reviews throughout FY11. HACSM looks forward to a further discussion of the impact in the upcoming MTW Annual Report.

C. For the Plan year, indicate if the Agency anticipates any changes, modifications, or additions to Attachment C authorizations

HACSM does not anticipate any changes, modifications, or additions to Attachment C authorizations for July 1, 2011.

D. Describe if the Agency is using outside evaluators

HACSM is not using outside evaluators.

SECTION VII – Sources and Uses of Funding**A. List planned sources (Operating, Capital, HCV) and uses of the MTW Funds**

The chart below summarizes the HACSM MTW Budget for Fiscal Year 2012 (July 1, 2011 – June 30, 2012). This chart lists all planned revenue and expenditures for all funding sources that comprise the MTW Block Grant sources including Housing Choice Voucher (Section 8) Housing Assistance Payments, and Housing Choice Voucher (Section 8) Administrative fees.

Consolidated Sources and Uses of MTW Funds (FYE 2012)		
Revenue (Sources)		
MTW Program HAP & Administrative Fees	63,523,849	
Public Housing Operating Fund	120,000	
Public Housing Capital Fund	290,000	
Investment Income	116,500	
Miscellaneous Income	97,000	
Total Revenue		64,147,349
Expense (Uses)		
Administrative and General Expense	4,777,616	
Provider Based Assistance Payments	528,000	
Housing Assistance Payments	55,832,040	
Development and Capital Projects	660,000	
Affordable Housing Development	4,000,000	
Total Expense		65,797,656
Operating Income/(Loss)		(1,650,307)
Reserve Drawdown/(Buildup)		1,650,307
Net Income/Loss		(0)

Note: HACSM has projected the disposition of public housing and transfer to non-profit organization in the above.

Planned Sources and Uses of *Non* - MTW Funds

The chart below summarizes the HACSM Consolidated *Non*-MTW Budget for FY2012 (July 1, 2011 – June 30, 2012). This chart lists all planned revenue and expenditures for other funds that are not eligible MTW Block Grant funds (including state and local funds). The budgeted net income is anticipated to be deposited to current operation reserves.

Consolidated Sources and Uses of <i>Non</i>-MTW Funds (FYE 2012)		
Revenue (Sources)		
Grants (Shelter Plus Care and Supportive Housing)	3,662,033	
Non-MTW HAP and Administrative Fees	5,090,179	
Rental Income	773,100	
Investment Income	36,004	
Miscellaneous Income	46,175	
Total Revenue		9,607,491
Expense (Uses)		
Administration and General Expense	1,196,841	
Utilities	57,700	
Operations and Maintenance	188,635	
Housing Assistance Payments	7,682,965	
Development and Capital Projects	200,000	
Total Expense		9,326,141
Operating Income/(Loss)		281,350
Reserve Drawdown/(Buildup)		(281,350)
Net Income/Loss		0

B. List planned sources and uses of State or local funds

The chart below summarizes the HACSM State and Local Funds Budget for FY2012 (July 1, 2011 – June 30, 2012). This chart lists all planned revenue and expenditures for all funding sources that comprise State and Local operating activities. The budgeted net income is anticipated to be deposited to current operating reserves.

Consolidated Sources and Uses of State and Local Funds (FYE 2012)		
Revenue (Sources)		
Rental Income	773,100	
Investment Income	26,000	
Miscellaneous Income	25,325	
Total Revenue		824,425
Expense (Uses)		
Administrative and General Expense	347,666	
Utilities	57,700	
Operations and Maintenance	188,635	
Development and Capital Projects	200,000	
Total Expense		794,001
Operating Income/(Loss)		30,424
Reserve Drawdown/(Buildup)		(30,424)
Net Income/Loss		0

C. If applicable, list planned vs. actual sources and uses of the COCC

Not applicable

D. If using a cost allocation or fee-for-service approach that is different from HUD's requirements, including an indirect cost proposal that describes the alternative fee and/or cost allocation methodology

Not applicable

E. List or describe use of single-fund flexibility. If applicable, describe uses across traditional program lines or special circumstances in support of an MTW activity

On July 1, 2008, HACSM received HUD approval to block grant all MTW programs. On March 3, 2010, HACSM received the executed grant amendment for Attachment A. On June 18, 2010, HACSM received HUD approval of its amended Attachment D – Broader Use of Funds (see Appendix One), allowing for HACSM to develop a local, non-traditional program with voucher funds.

As of June 2011, HACSM launched its Provider Based Voucher program, (see MTW On-going Activity #16), with a 40 voucher pilot phase. The estimated annual expense for these vouchers is \$528,000 which will be allocated from the MTW funds.

In the FY11 Plan, Activity #16 “Expand the Section 8 Project Based Voucher Program,” HACSM also proposed and received approval for the use of MTW funds to support the acquisition, rehabilitation, or construction of new affordable housing units.

F. Optional – List planned reserve balances at the end of the Plan year

G. Optional – In plan Appendix, provide planned sources and uses by AMP

SECTION VIII – Administrative

A. Board Resolution adopting Annual MTW Plan and Certification of Compliance

Please see Appendix III.

B. Description of any planned or on-going Agency-directed evaluations of the demonstration, if applicable.

HACSM is not planning on completing additional agency-directed evaluations of the demonstration at this time.

Appendix One

MTW Standard Agreement, including:

- **Attachment A (amended and executed 3/3/2010)**
- **Attachment B**
- **Attachment C**
- **Attachment D (amended and executed 6/18/2010)**

Appendix Two

Public Review Process



Department of Housing

264 Harbor Boulevard, Building A • Belmont, CA 94002

2011-2012 Moving To Work (MTW) Annual Plan

Notice of Public Hearing

The Housing Authority of the County of San Mateo (HACSM) will hold a Public Hearing to receive public comment regarding the proposed MTW Annual Plan:

Date: Tuesday, February 1, 2011, 10AM-12PM

Location: Department of Housing
Veranda Room
264 Harbor Blvd, Building A
Belmont, CA 94002

Public Review Period

The proposed MTW Annual Plan is available for review in the Housing Authority's main lobby at 264 Harbor Blvd, Bldg A, and online at www.smchousing.org beginning December 2, 2010. The HACSM will be accepting written comments regarding the proposed MTW Annual Plan from December 2, 2010 – February 1, 2011. Please send your comments to:

By mail: Department of Housing – Housing Authority
Attn: Jennifer Rainwater, MTW Project Manager
264 Harbor Blvd, Building A
Belmont, CA 94002

By email: jrainwater@smchousing.org

The Housing Authority of the County of San Mateo is pleased to be one of 33 agencies nationwide granted the permission, from HUD, to design and test innovative program initiatives that more closely address the needs of families in San Mateo County.

HACSM has operated a small MTW demonstration program since May 2000. In July 2008, the MTW demonstration program was expanded to all Housing Choice Voucher (HCV) programs. Building upon the success of the original program, HACSM is planning to enhance and modify several aspects that will result in greater housing choice for low income families, streamline many of the administrative processes resulting in increased efficiencies and cost savings, and creating a program that is more transparent, easy to understand, and more equitable for all assisted families. Following is a brief list of proposed activities, which upon approval, will begin July 1, 2011.

- ✚ Full Time Student status criteria clarification
- ✚ Updates to Foster Care and Adoption Assistance payments policies
- ✚ Modifications to change in head of household policies
- ✚ Changes in timeline for 0 (zero) Housing Assistance Payments

San Mateo County Times

c/o Bay Area News Group-East Bay
477 9th Ave., #110
San Mateo, CA 94402
Legal Advertising
(800) 595-9595 opt. 4

San Mateo County Housing Auth.
Mariella Dunleavy, 264 Harbor Blvd., Bldg. A
Belmont CA 94002

PROOF OF PUBLICATION

FILE NO. 02/01/11 Hearing

In the matter of

San Mateo County Times

The undersigned deposes that he/she is the Public Notice Advertising Clerk of the SAN MATEO COUNTY TIMES, a newspaper of general circulation as defined by Government Code Section 6000, adjudicated as such by the Superior Court of the State of California, County of San Mateo (Order Nos. 55795 on September 21, 1951), which is published and circulated in said county and state daily (Sunday excepted).

The PUBLIC NOTICE

was published in every issue of the SAN MATEO COUNTY TIMES on the following date(s):

12/2/2010

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.


Public Notice Advertising Clerk

Legal No.

0003763839

PUBLIC NOTICE

The Housing Authority of the County of San Mateo announces a Public Hearing.

DATE: February 1, 2011

TIME: 10:00AM - 12:00PM

PLACE: Harbor Blvd.
Complex
Veranda Room,
264 Harbor Blvd.,
Bldg. A,
Belmont, CA 94002

The purpose of the hearing is to obtain input from County residents and other interested parties in reference to the 2011-2012 MTW Annual Plan to be submitted to the U.S. Department of Housing and Urban Development. A copy of the 2011-2012 MTW Annual Plan will be available from 8:30 a.m. to 4:00 p.m. commencing December 2, 2010 at:

Housing Authority of the County of San Mateo
264 Harbor Blvd., Bldg. A
Belmont, CA 94002

For further information
please call
(650) 802-3358

SMCT#3763839
December 2, 2010

Housing Authority of the County of San Mateo

January 20, 2011
Resident Advisory Board Meeting

Attendees:

Public: Turner Washington, Jr, Elizabeth Dolmat

Staff: Cindy Chan, Jennifer Rainwater, Debbie McIntyre, Mariella Dunleavy

No Public Housing residents attended the meeting.

A Public Hearing was held at 264 Harbor Blvd, Belmont, CA on January 20, 2011 from 10:00 a.m. to 11:00 a.m.

Introductions were made.

Jennifer Rainwater gave a brief background on the MTW Program and then presented the proposed MTW activities for July 2011.

The meeting attendees were given the opportunity to comment on each of the proposed MTW activities.

Cindy Chan explained the on-going Housing Readiness Program.

Following were the comments from the RAB members:

- Developing more outreach to potential landlords would greatly assist participants in finding and securing rental units.
- Encouraged close monitoring of the Housing Readiness Program to ensure that it is meeting the intentions of the program design and that it is not being manipulated by potential participants for other purposes.
- Suggested greater focus on assisting elderly and disabled individuals.

There were no specific comments on the proposed activities from the FY2012 MTW Annual Plan.

Following are the RAB members who were invited, but did not attend the meeting:

- Maxine Arnold
- Estella Cirilo
- Cecilia Walker

Housing Authority of the County of San Mateo

February 1, 2011

2011-2012 MTW Annual Plan Public Hearing

Staff in attendance: Cindy Chan, Jennifer Rainwater, Debbie McIntyre, Mariella Dunleavy

.

A Public Hearing was held at 264 Harbor Blvd, Belmont, CA on February 1, 2011 from 10:00 a.m. to 11:00 a.m.

There were no attendees and the meeting was closed at 10:30.

As stated in the Plan notice, HACSM made every effort to make the 2012 MTW Annual Plan easily accessible to any and all interested parties. In addition to the newspaper publication, notifying San Mateo County residents of the Annual Plan and its availability, HACSM also posted a notice in the lobby and had copies of the Annual Plan available for interested parties with the receptionist. The Annual Plan was also posted in pdf form on HACMS's website, along with contact information for any comments and/or feedback.

HACSM met with Public Housing residents throughout the year, to discuss changes that would potentially impact them and to solicit their direct feedback as well.

Further, in the pages that follow are the memos from meetings (including an additional public hearing with the San Mateo County Board of Supervisors) where HACSM presented the activities, proposed and on-going, and welcomed any and all comments and feedback on the proposed Annual Plan.



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Department of Housing



DATE: February 3, 2011

TO: Housing, Health, and Human Services Committee

FROM: Duane Bay, Director, Department of Housing
William Lowell, Executive Director, Housing Authority

SUBJECT: Moving to Work (MTW) Annual Plan – FY 2011-2012

The purpose of this report is to give the Housing, Health, and Human Services Committee (HHH) an update on the Moving to Work (MTW) initiatives implemented to date and a summary of proposed initiatives the Housing Authority of the County of San Mateo (HACSM) intends to implement effective July 1, 2011 as part of its 2011-2012 MTW Annual Plan process.

MTW is HACSM's special contract with HUD that permits block granting of funds and regulatory waivers of various program regulations in order to increase efficiencies and provide more assistance to client self-sufficiency activities.

#1 MTW Program Update

The following is an update on several key initiatives implemented since July 1, 2009.

- **The Tiered Subsidy Table (TST) rent reform initiative**

The TST is a multi-faceted solution to several program challenges. It has significantly simplified the subsidy calculation process for HACSM staff and provided participants with the information they need to make informed decisions regarding their housing options.

The TST informs program participants of the maximum amount that HACSM can contribute to their total housing costs at the time they are given their voucher. Informing participants up front regarding their maximum allowable assistance is a 180° change from the current HUD process that only supplies this information after a participant has found a unit and a housing authority has completed the rent negotiation process. HACSM's ability through the TST to provide this information has empowered the participants to take greater personal responsibility in their housing decisions, often the first step in their becoming self-sufficient.

The program was implemented with a pilot group within the Section 8 program on March 1, 2010. At this time, approximately 25% of all Section 8 participants (1,100 vouchers) have transitioned to the TST.

Since implementation the average length of time needed for a participant to find and secure a unit has decreased from 90 to 60 days - an entire month less time to move from homelessness to stable housing!

Due to the success of this pilot phase, HACSM is expanding the TST to all voucher holders, effective March 1, 2011.

- Institute a flexible inspection schedule for all subsidized units

HACSM implemented this initiative September 2010, and will “re-inspect” subsidized units every 18-24 months, rather than the regulatory 12 months. This program modification applies to almost all households, and will therefore reduce re-inspection case load by up to 45% allowing HACSM staff additional time to develop greater outreach activities to landlords throughout the county as well as assist with other client needs.

- Initiate a Provider Based Program

In FY2010/2011, HACSM received HUD authority for “Local non-Traditional Use” of Section 8 funds. With this authority, HACSM is currently designing a Provider Based Program. To date, HACSM has held an open session with supportive service providers in San Mateo County whose programs assist those who are either underserved or not served at all in the current Section 8 program and HACSM is now drafting an RFP to be published in March/April.

- Revise Initial Eligibility Standards

Effective July 1, 2010 HACSM implemented an asset value limit of \$100K and property ownership test, for initial and on-going eligibility for the Section 8 voucher program. To date, only two applicants have been denied admission due to this activity.

- The Housing Readiness Program (HRP)

The HRP was designed in response to the critical needs identified in San Mateo County’s 10-year plan to end homelessness and follows the “housing first” strategy. Since inception in early 2009, 58 homeless individuals and families have been assisted and secured stable housing. Through partnerships with the Center on Homelessness and other supportive service providers and shelters, program participants receive rental subsidy for up to three years while at the same time having continued access to various support programs.

This pilot program has been highlighted at the last two national MTW conferences and due to its success may be expanded in the next fiscal year by another 20 vouchers.

- Biennial recertifications for elderly/disabled households

Implemented in July 2009, this activity has eased the inherent stress on elderly and disabled households whose income and family status remain relatively steady from year to year. As a result of this activity, HACSM staff has realized a

25% reduction in the number of appointments, allowing for increased customer service and timely performance.

- Streamlining the third-party verification processes

Implemented in July 2009, this activity has significantly reduced HACSM's carbon footprint in SMC through a reduction in paper usage. HACSM has been able to re-direct staff time savings and direct costs to activities that increase customer service and self-sufficiency of program participants.

#2 Proposed Activities

In March 2011, HACSM will be requesting Board and HUD approval on the following proposed MTW activities for FY 2011-2012:

- Change standards for claiming "Full Time Student" (FTS) status

HACSM proposes that household members eligible for FTS status must be less than 24 years old and attending an accredited institution.

- Inclusion of Foster Care, Kin Gap and Adoption assistance payments in households annual income calculations
- Modify policies regarding changes in head of household (HOH) designations

HACSM proposes that an individual must be a household member for a minimum of the previous 12 months to be eligible to become the HOH and at such time as the voucher is transferred to this individual that they would immediately join the time-limited (5 year) self-sufficiency program.

- Change automatic termination of Housing Assistance Payment (HAP) contract to 90 days

HACSM is proposing that in cases where a household is paying the full amount of their rent without any subsidy, (30% of their annual adjusted income equals or exceeds the full rent), that they can remain on the program for 3 months prior to relinquishing their voucher.

- Exclude income from assets valued less than \$50,000

Less than 1% of HACSM voucher holders have assets that exceed \$50,000. On average, HACSM voucher holders have \$1,265 in assets. Due to the fact that the interest the family receives for these assets is so negligible, it does not have an impact on the rental subsidy and therefore HACSM is proposing to exclude this income source from the annual adjusted income calculation.

Public Process

HACSM is seriously committed to engaging our local community in each MTW activity that is proposed and implemented. As such, with the proposed Amendments #1 and #2 of our FY2012 MTW Annual Plan, HACSM created a variety of forums for our community partners, participants, landlords, and the general public to review and give comments.

HACSM gave notice of the proposed amendments and public hearing date both in the local newspaper, as well as posting the same notice in our lobby. At the same time, HACSM made the proposed amendments themselves available on our website and in our office lobby for any interested party.

HACSM held several public hearings where all could give comment. The first was the public hearing held at our offices, June 21, 2011. There were no attendees and no comments were submitted prior to June 21, 2011. The second was held on July 19, 2011 at the San Mateo County, Housing, Health, and Human Services Committee meeting, a sub-committee of the San Mateo County Board of Supervisors. At this meeting, HACSM presented the proposed amendments and was available to receive comments. There were no comments from the public received. The third was held on July 26, 2011 at the regular meeting of the San Mateo County Board of Supervisors meeting. At this meeting, HACSM presented the proposed amendments and was prepared to receive comments, but no comments were made from the public.

All supporting documentation of HACSM's public outreach is included in the following pages.

San Mateo County Times

c/o Bay Area News Group-East Bay
477 9th Ave., #110
San Mateo, CA 94402
Legal Advertising
(800) 595-9595 opt. 4

San Mateo County
Dept. of Housing/Accts Payable, 264 Harbor Blvd., Bldg. A
Belmont CA 94002

PROOF OF PUBLICATION

FILE NO. M.Dunleavy

In the matter of

San Mateo County Times

The undersigned deposes that he/she is the Public Notice Advertising Clerk of the SAN MATEO COUNTY TIMES, a newspaper of general circulation as defined by Government Code Section 6000, adjudicated as such by the Superior Court of the State of California, County of San Mateo (Order Nos. 55795 on September 21, 1951), which is published and circulated in said county and state daily (Sunday excepted).

The PUBLIC NOTICE

was published in every issue of the SAN MATEO COUNTY TIMES on the following date(s):

5/18/2011

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.



Public Notice Advertising Clerk

Legal No.

0003995736

PUBLIC NOTICE

The Housing Authority of the County of San Mateo announces a Public Hearing.

DATE: June 21, 2011
TIME: 11:00AM-12:00PM
PLACE: Harbor Blvd.
Complex
Garden Room,
264 Harbor Blvd.
Bldg. A,
Belmont, CA 94002

The purpose of the hearing is to obtain input from County residents and other interested parties in reference to Amendment #1 of the FY2012 MTW Annual Plan, to be submitted to the U.S. Department of Housing and Urban Development. A copy of FY2012 MTW Annual Plan, Amendment #1 will be available from 8:30 a.m. to 4:00 p.m. commencing May 18, 2011 at:

Housing Authority of the County of San Mateo
264 Harbor Blvd, Bldg. A
Belmont, CA 94002

For further information please call,
(650) 802-3358

SMCT#3995736
May 18, 2011



Department of Housing

264 Harbor Boulevard, Building A • Belmont, CA 94002

2011-2012 Moving To Work (MTW) Annual Plan Amendments #1 and #2

Notice of Public Hearing

The Housing Authority of the County of San Mateo (HACSM) will hold a Public Hearing to receive public comment regarding the proposed MTW Annual Plan, Amendments #1 and #2:

Date: Tuesday, June 21, 2011, 11AM-12PM

Location: Department of Housing
Garden Room
264 Harbor Blvd, Building A
Belmont, CA 94002

Public Review Period

The proposed MTW Annual Plan – Amendment #1 and #2 is available for review in the Housing Authority's main lobby at 264 Harbor Blvd, Bldg A, and online at www.smchousing.org beginning May 18, 2011. The HACSM will be accepting written comments regarding the proposed MTW Annual Plan, Amendment #1 and #2 from May 18, 2011 – June 21, 2011. Please send your comments to:

By mail: Department of Housing – Housing Authority
Attn: Jennifer Rainwater, MTW Project Manager
264 Harbor Blvd, Building A
Belmont, CA 94002

By email: jrainwater@smchousing.org

The Housing Authority of the County of San Mateo is pleased to be one of 33 agencies nationwide granted the permission, from HUD, to design and test innovative program initiatives that more closely address the needs of families in San Mateo County.

HACSM has operated a small MTW demonstration program since May 2000. In July 2008, the MTW demonstration program was expanded to all Housing Choice Voucher (HCV) programs. Building upon the success of the original program, HACSM is planning to enhance and modify several aspects that will result in greater housing choice for low income families, streamline many of the administrative processes resulting in increased efficiencies and cost savings, and creating a program that is more transparent, easy to understand, and more equitable for all assisted families.



**San Mateo County
Board of Supervisors
Housing, Health, and Human
Services Committee**

**Rose Jacobs Gibson, Chair
Carole Groom, Vice-Chair**

David S. Boesch, County Manager
Paul Okada, Chief Deputy County Counsel
400 County Center, Redwood City, CA 94063
650-363-4123

To: Housing, Health and Human Services Committee
From: David S. Boesch, County Manager
Subject: Housing, Health and Human Services Committee Meeting Agenda

Meeting Date and Time: July 19, 2011, 3:00 PM
Place: Board of Supervisors Conference Room
Office of the Board of Supervisors
Hall of Justice, 400 County Center, First Floor, Redwood City

AGENDA

1. Call to order
2. Oral communications and public comment
3. Health System Monthly Snapshot Report (Health System) – *attachment*.....Information
4. Strategic Priorities for FY 2011-12 (Health System) – *attachment*.....Information
5. Moving to Work FY 2011-12 Annual Plan Amendment (Housing) - *attachment*.....Action
6. Human Services Agency Highlights (Human Services Agency) – *attachment*.....Information
7. Adjourn

Next Meeting : August 16, 2011

A COPY OF THE SAN MATEO HOUSING, HEALTH AND HUMAN SERVICES COMMITTEE AGENDA PACKET IS AVAILABLE FOR REVIEW AT THE CLERK OF THE BOARD'S OFFICE, HALL OF JUSTICE, 400 COUNTY CENTER, FIRST FLOOR. THE CLERK OF THE BOARD'S OFFICE IS OPEN MONDAY THRU FRIDAY 8 A.M. - 5 P.M., SATURDAY AND SUNDAY – CLOSED.

MEETINGS ARE ACCESSIBLE TO PEOPLE WITH DISABILITIES. INDIVIDUALS WHO NEED SPECIAL ASSISTANCE OR A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION (INCLUDING AUXILIARY AIDS OR SERVICES) TO PARTICIPATE IN THIS MEETING, OR WHO HAVE A DISABILITY AND WISH TO REQUEST AN ALTERNATIVE FORMAT FOR THE AGENDA, MEETING NOTICE, AGENDA PACKET OR OTHER WRITINGS THAT MAY BE DISTRIBUTED AT THE MEETING, SHOULD CONTACT ASHNITA NARAYAN, HOUSING, HEALTH AND HUMAN SERVICES COMMITTEE CLERK, AT LEAST 2 WORKING DAYS BEFORE THE MEETING AT (650) 363-4121 AND/OR axnarayan@co.sanmateo.ca.us. NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE COUNTY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING AND THE MATERIALS RELATED TO IT. ATTENDEES TO THIS MEETING ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL BASED PRODUCTS. PLEASE TURN OFF HAND HELD ELECTRONIC DEVICES DURING THE MEETING.

If you wish to speak to the Committee, please fill out a speaker's slip. If you have anything that you wish distributed to the Committee and included in the official record, please hand it to the County Manager who will distribute the information to the Supervisors and staff.



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Department of Housing



DATE: July 19, 2011

TO: Housing Health and Human Services Committee

FROM: Duane Bay, Director, Department of Housing
William Lowell, Executive Director, Housing Authority *W. Lowell*

SUBJECT: Amendment to the Housing Authority's FY 2011-2012
Moving To Work Annual Plan

PROPOSAL:

Amend the Housing Authority of the County of San Mateo (HACSM) FY 2011-2012 Moving to Work (MTW) Annual Plan to allocate \$4,000,000 in MTW funds for affordable housing development.

BACKGROUND:

On March 15, 2011, the Board adopted the Housing Authority's MTW Annual Plan for the period of July 1, 2011 through June 30, 2012. The adopted plan has since been approved by HUD.

In 2009, HACSM successfully applied for and was granted the ability to receive its HUD funding via an MTW block-grant. The level of funding specified in the block-grant contract, together with funds saved as a result of streamlined processes and increased administrative efficiencies have enabled HACSM to fund its existing programs while accumulating a surplus for additional housing needs. Historically, HUD has periodically reclaimed uncommitted funding from local housing authorities. However, HUD has permitted MTW agencies to accumulate these uncommitted block-granted funds with the understanding that such agencies will expand housing opportunities in their local communities through creation of new affordable housing and/or through the expansion of rental subsidy programs.

DISCUSSION:

In order to expand local rental subsidy programs, the Board approved the creation of the new Project-Based Assistance (PBA) Program as part of HACSM's 2010-2011 MTW Annual Plan. The PBA Program creates 40 new vouchers in 2011 and will use \$528,000 per year of MTW block-grant funds. An RFP process is currently being concluded and contracts for services will come before the Board in August.

HACSM is proposing to commit up to an additional \$4,000,000 of MTW funds for the development of affordable housing in San Mateo County. The re-programmed funds will be used to leverage substantially larger amounts of investment funds. Development activities may include site acquisition, substantial rehabilitation of existing stock, and development of new units.

Two current examples of developments that will increase the number of affordable units once they can obtain sufficient development financing are Half Moon Village and Midway Village. HACSM has entered into an Exclusive Negotiations Agreement with MidPen Housing to re-develop Half Moon Village. This redevelopment, expected to cost approximately \$49 million, includes a multi-faceted approach with other senior service providers to use the existing land to create a senior "campus" that will more than double the number of affordable units at the site, create a greater continuum of care through partnerships with assisted living and hospice providers as well as medical services and food services.

HACSM has also recently completed the conversion of the 150-unit Midway Village from public housing to a Project-Based Section 8 program. This process enables Midway residents to gain mobility by use of their vouchers and it provides HACSM with a steadier, market-based funding stream. Proposed funding would give HACSM the ability to significantly increase the number of affordable units when the property begins the re-development process in the near future.

This proposal is on the July 26 Board of Supervisors meeting agenda and any specific use of the proposed \$4,000,000 will be brought back before the Board as the specific uses are determined.

For the MTW Annual Plan Amendment, HACSM held a public hearing on June 21, 2011. The public notice was published in the San Mateo County Times on May 18, 2011. The MTW Annual Plan Amendment was available for public review in HACSM's lobby and on its website from May 18, 2011 through June 21, 2011. There were no comments submitted in response to the proposed Amendment.

FISCAL IMPACT:

There is no Net County Cost associated with this action. All funds required to operate the program are provided by the U.S. Department of Housing and Urban Development.

Appendix Three

Board Resolution and Certification of Compliance



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Department of Housing



DATE: February 16, 2011
BOARD MEETING DATE: March 15, 2011
SPECIAL NOTICE/HEARING: Public Hearing
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors (Sitting as the Board of Commissioners of the Housing Authority)

FROM: Duane Bay, Director, Department of Housing
William Lowell, Executive Director, Housing Authority

SUBJECT: Housing Authority of the County of San Mateo 2011-2012 Moving to Work (MTW) Annual Plan

RECOMMENDATION:

Adopt resolution No. 2011-03:

1. Approving the Housing Authority's 2011-2012 Moving to Work (MTW) Annual Plan; and
2. Authorizing the Executive Director of the Housing Authority to execute any documents required by the U.S. Department of Housing and Urban Development (HUD) to certify the Plan.

BACKGROUND:

Moving to Work (MTW) is a demonstration program that offers participating housing authorities the opportunity to design and test innovative, locally designed housing and self-sufficiency strategies for low-income families by allowing exemptions from certain housing regulations. Over the past few years, the Housing Authority of the County of San Mateo (HACSM) has implemented administrative simplifications and rent calculation reform under the MTW program. As a result of some of the activities, voucher holders have been able to locate rental housing more easily and quickly and staff have benefited from revisions or elimination of certain administrative processes.

HACSM is one of 33 housing agencies nationwide that participates in this program.

As part of its participation in MTW, HUD requires housing authorities to submit an MTW Annual Plan by April 15 of each year. The MTW Annual Plan process requires obtaining input from the public and approval from the Board of Commissioners and HUD.

The proposed MTW Annual Plan includes information related to existing and proposed initiatives.

DISCUSSION:

The 2011-2012 MTW Annual Plan covers the period July 1, 2011 through June 30, 2012. The MTW Annual Plan was completed in accordance with all HUD regulations and requirements, including that it be reviewed by the Resident Advisory Board (a meeting was held on January 20, 2011) and that all documents be made available to the public for review for a prescribed period of time prior to adoption by the governing board. A public hearing was advertised in local newspapers and held on February 1, 2011, to receive additional comments. The proposed MTW Annual Plan was posted on the internet for 45 days before the public hearing was held. Public comments were received and incorporated into the MTW Annual Plan. Initiatives within the MTW Annual Plan were shared with the Board's Housing, Health, and Human Services (HHH) Committee on February 15, 2011 and with HUD-MTW staff (from San Francisco and Washington DC) on February 10, 2011.

The 2011-2012 MTW Annual Plan includes the following proposed initiatives:

1. Change qualifications for full-time student status
2. Include foster care and adoption assistance payments in annual income calculation
3. Modify policies regarding changes in Head of Households
4. Change automatic termination of Housing Assistance Payments (HAP) Contract from 180 days to 90 days
5. Exclude asset income from income calculation for households with assets under \$50,000

County Counsel has reviewed and approved the Resolution as to form.

Approval of this Resolution contributes to the Shared Vision 2025 outcome of a Livable Community by enabling HACSM to provide housing subsidy to low and very low income households while reducing its administrative burden by modifying stringent rules and regulations.

FISCAL IMPACT:

There is no Net County Cost associated with this action. All funds required to operate the program are provided by the U.S. Department of Housing and Urban Development.

071296

RESOLUTION NO. 2011-03

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, SITTING AS THE BOARD
OF COMMISSIONS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN
MATEO, STATE OF CALIFORNIA**

* * * * *

RESOLUTION

- 1) APPROVING THE HOUSING AUTHORITY'S 2011-2012 MOVING TO WORK (MTW)
ANNUAL PLAN; AND**
- 2) AUTHORIZING THE EXECUTIVE DIRECTOR OF THE HOUSING AUTHORITY TO
EXECUTE ANY DOCUMENTS REQUIRED BY THE U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT (HUD) TO CERTIFY THE PLAN**

RESOLVED, by the Board of Supervisors of the County of San Mateo, sitting as
the Board of Commissioners of the Housing Authority of the County of San Mateo
(HACSM), State of California, that

WHEREAS, as part of its participation in the Moving to Work (MTW) Program,
HUD requires HACSM to submit an MTW Annual Plan; and

WHEREAS, the 2011-2012 MTW Annual Plan was available for public review
from December 2, 2010 to February 1, 2011, and was the subject of a meeting with the
HACSM Resident Advisory Board held on January 20, 2011 and a public hearing held
on February 1, 2011; and

WHEREAS, HACSM met with the Board's Housing, Health, and Human
Services (HHH) Committee on February 15, 2011 to discuss ongoing and proposed
initiatives with the 2011-2012 MTW Annual Plan; and

WHEREAS, HACSM gave full consideration to all comments received during the
preparation of its MTW Annual Plan and incorporated said comments into the MTW
Annual Plan; and

WHEREAS, there has been presented to the Board of Commissioners for its consideration and acceptance the MTW Annual Plan reference to which is hereby made for further particulars, and the Board of Commissioners has examined and approved the same as to form and content.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Commissions of the Housing Authority approve the Housing Authority's 2011-2012 Moving to Work (MTW) Annual Plan and authorize the Executive Director of the Housing Authority to execute any documents required by the U.S. Department of Housing and Urban Development (HUD) to certify the Plan.

* * * * *

Regularly passed and adopted this 15th day of March, 2011.

AYES and in favor of said resolution:

Supervisors:

CAROLE GROOM

DON HORSLEY

ROSE JACOBS GIBSON

ADRIENNE J. TISSIER

NOES and against said resolution:

Supervisors:

NONE

Absent Supervisors:

NONE

STATE OF CALIFORNIA } ss.
COUNTY OF SAN MATEO }
DAVID S. BOESCH, Clerk of the Board of
Supervisors, does hereby certify that the above and foregoing
is a full, true and correct copy of:

RESOLUTION NO. 071296
HOUSING AUTHORITY RESOLUTION No. 2011-03
entered in the minutes of said board.

In Witness Whereof, I have hereunto set my hand and the
seal of said Board this 15th day of MARCH, 2011
DAVID S. BOESCH, Clerk of the Board

By Marie L. Peterson Deputy

Carole Groom

President, Board of Supervisors
County of San Mateo
State of California

Certificate of Delivery

I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.

Marie L. Peterson
Marie L. Peterson, Deputy
Clerk of the Board of Supervisors

Certification of Statutory Requirements

The Housing Authority of the County of San Mateo hereby certifies that it (the Agency) has met the three statutory requirements of:

1. Assuring that at least 75 percent of the families assisted by the Agency are very low-income families;
2. Continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined; and
3. Maintaining a comparable mix of families (by family size) is served, as would have been provided had those amounts not been used under the demonstration.

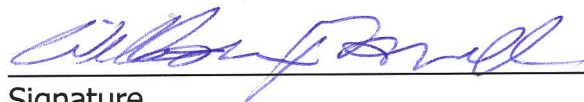
Housing Authority of the County of San Mateo
PHA Name

CA014
PHA Number/HA Code

I hereby certify that all the information stated herein is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

William Lowell
Name of Authorized Official

Executive Director
Title


Signature

3-24-11
Date



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Department of Housing



DATE: July 6, 2011
BOARD MEETING DATE: July 26, 2011
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors (Sitting as the Board of Commissioners of the Housing Authority)

FROM: Duane Bay, Director, Department of Housing
William Lowell, Executive Director, Housing Authority

SUBJECT: Amendments to the Housing Authority's FY 2011-2012 Moving To Work Annual Plan

RECOMMENDATION:

Adopt Resolution No. 2011-06 authorizing:

- 1) The Housing Authority of the County of San Mateo (HACSM) to amend its FY 2011-2012 Moving to Work (MTW) Annual Plan to reallocate \$4,000,000 in MTW funds for affordable housing development;
- 2) HACSM to include the Annual Statement for its 2011 Capital Funds in the 2011-2012 MTW Annual Plan; and
- 3) The Executive Director of HACSM to execute any documents required by the U.S. Department of Housing and Urban Development (HUD) to certify the MTW Annual Plan Amendments.

BACKGROUND:

On March 15, 2011, the Board adopted the Housing Authority's MTW Annual Plan for the period of July 1, 2011 through June 30, 2012. The adopted plan has since been approved by HUD.

In 2009, HACSM successfully applied for and was granted the ability to receive its HUD funding via an MTW block-grant. The level of funding specified in the block-grant contract, together with funds saved as a result of streamlined processes and increased administrative efficiencies have enabled HACSM to fund its existing programs while accumulating a surplus for additional housing needs. Historically, HUD has periodically reclaimed uncommitted funding from local housing authorities. However, HUD has permitted MTW agencies to accumulate these uncommitted block-granted funds with the understanding that such agencies will expand housing opportunities in their local communities through creation of new affordable housing and/or through the expansion of rental subsidy programs.

DISCUSSION:

In order to expand local rental subsidy programs, the Board approved the creation of the new Project-Based Assistance (PBA) Program as part of HACSM's 2010-2011 MTW

Annual Plan. The PBA Program creates 40 new vouchers in 2011 and will use \$528,000 per year of MTW block-grant funds. An RFP process is currently being concluded and contracts for services will come before the Board in August.

HACSM is proposing to commit up to an additional \$4,000,000 of MTW funds for the development of affordable housing in San Mateo County. The re-programmed funds will be used to leverage substantially larger amounts of investment funds. Development activities may include site acquisition, substantial rehabilitation of existing stock, and development of new units.

Two current examples of developments that will increase the number of affordable units once they can obtain sufficient development financing are Half Moon Village and Midway Village. HACSM has entered into an Exclusive Negotiations Agreement with MidPen Housing to re-develop Half Moon Village. This redevelopment, expected to cost approximately \$49 million, includes a multi-faceted approach with other senior service providers to use the existing land to create a senior "campus" that will more than double the number of affordable units at the site, create a greater continuum of care through partnerships with assisted living and hospice providers as well as medical services and food services.

HACSM has also recently completed the conversion of the 150-unit Midway Village from public housing to a Project-Based Section 8 program. This process enables Midway residents to gain mobility by use of their vouchers and it provides HACSM with a steadier, market-based funding stream. Proposed funding would give HACSM the ability to significantly increase the number of affordable units when the property begins the re-development process in the near future.

Any specific use of the proposed \$4,000,000 will be brought back before the Board as the specific uses are determined.

Additionally, HACSM is including the Annual Statement for its 2011 Capital Funds which will allow HACSM to complete projects at its remaining public housing property, El Camino Village. The Annual Statement was not included in the originally approved MTW Annual Plan as eligibility was unlikely. HACSM has since been notified that it will receive the funds and must include the information in the MTW Annual Plan.

For the MTW Annual Plan Amendments, HACSM held a public hearing on June 21, 2011. There were no comments submitted in response to the proposed Amendments.

County Counsel has reviewed and approved the Resolution as to form.

Approval of this Resolution contributes to the Shared Vision 2025 outcome of a Livable Community by enabling HACSM to increase its resources to better provide affordable housing for its community.

FISCAL IMPACT:

There is no Net County Cost associated with this action. All funds required to operate the program are provided by the U.S. Department of Housing and Urban Development.

RESOLUTION NO. 2011-06 071548

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, SITTING AS THE BOARD
OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN
MATEO, STATE OF CALIFORNIA**

* * * * *

**RESOLUTION AUTHORIZING: 1) THE HOUSING AUTHORITY OF THE COUNTY OF
SAN MATEO (HACSM) TO AMEND ITS FY2011-2012 MOVING TO WORK (MTW)
ANNUAL PLAN TO REALLOCATE \$4,000,000 IN MTW FUNDS FOR AFFORDABLE
HOUSING DEVELOPMENT; 2) HACSM TO INCLUDE THE ANNUAL STATEMENT
FOR ITS 2011 CAPITAL FUNDS IN THE 2011-2012 MTW ANNUAL PLAN; AND 3)
THE EXECUTIVE DIRECTOR OF HACSM TO EXECUTE ANY DOCUMENTS
REQUIRED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT (HUD) TO CERTIFY THE MTW ANNUAL PLAN AMENDMENTS.**

RESOLVED, by the Board of Supervisors of the County of San Mateo, sitting as
the Board of Commissioners of the Housing Authority of the County of San Mateo, State
of California, that

WHEREAS, on March 15, 2011, the Board adopted HACSM's MTW Annual
Plan, which covers the period of July 1, 2011 through June 30, 2012, and executes
certain new activities in the agency's MTW program; and

WHEREAS, as an MTW agency, HACSM successfully applied for and was
granted the ability to receive its funding via a block grant in 2009. The level of funding
specified in the block-grant contract, together with funds saved as a result of
streamlined processes and increased administrative efficiencies have enabled HACSM
to fund its existing programs while accumulating a surplus for additional housing needs;
and

WHEREAS, in order to expand local rental subsidy programs, the Board
approved the creation of the new Provider-Based Assistance (PBA) Program as part of

HACSM's FY 2010-2011 MTW Annual Plan. The PBA Program creates 40 new vouchers in 2011 and will use \$528,000 per year of MTW block-grant funds; and

WHEREAS, HACMS is proposing to commit up to \$4,000,000 of its block-grant MTW funds for the development of additional affordable housing in San Mateo County. The re-programmed funds will be used to leverage substantially larger amounts of investment funds and any specific use of the proposed \$4,000,000 will be brought back before the Board as the specific uses are determined; and

WHEREAS, HACSM is also including the Annual Statement for its 2011 Capital Funds which will allow HACSM to complete projects at its remaining public housing property, El Camino Village; and

WHEREAS, there has been presented to the Board of Commissioners for its consideration the Amendments to HACSM's MTW Annual Plan, and the Board of Commissioners has examined and approved the same as to form and content.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Commissioners of the Housing Authority of the County of San Mateo authorize 1) The Housing Authority of the County of San Mateo (HACSM) to amend its FY 2011-2012 Moving to Work (MTW) Annual Plan to reallocate \$4,000,000 in MTW funds for affordable housing development; 2) HACSM to include the Annual Statement for its 2011 Capital Funds in the 2011-2012 MTW Annual Plan; and 3) The Executive Director of HACSM to execute any documents required by the U.S. Department of Housing and Urban Development (HUD) to certify the MTW Annual Plan Amendments.

* * * * *

Regularly passed and adopted this 26th day of July, 2011.

AYES and in favor of said resolution:

Supervisors:

DAVE PINE

CAROLE GROOM

DON HORSLEY

ROSE JACOBS GIBSON

ADRIENNE J. TISSIER

NOES and against said resolution:

Supervisors:

NONE

Absent Supervisors:

NONE

STATE OF CALIFORNIA } ss.
COUNTY OF SAN MATEO }

DAVID S. BOESCH, Clerk of the Board of
Supervisors, does hereby certify that the above and foregoing is a
full, true and correct copy of:

RESOLUTION NO.

071548

entered in the minutes of said board.

In Witness Whereof, I have hereunto set my hand and the seal
of said Board this 26th day of July, 2011

DAVID S. BOESCH, Clerk of the Board

By Rebecca Romero Deputy

Carole Groom

President, Board of Supervisors
County of San Mateo
State of California

Certificate of Delivery

I certify that a copy of the original resolution filed in the Office of the Clerk of the board of
Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.

Rebecca Romero

Rebecca Romero, Deputy
Clerk of the Board of Supervisors

Certification of Statutory Requirements

The Housing Authority of the County of San Mateo hereby certifies that it (the Agency) has met the three statutory requirements of:

1. Assuring that at least 75 percent of the families assisted by the Agency are very low-income families;
2. Continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined; and
3. Maintaining a comparable mix of families (by family size) is served, as would have been provided had those amounts not been used under the demonstration.

Housing Authority of the County of San Mateo
PHA Name

CA014
PHA Number/HA Code

I hereby certify that all the information stated herein is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

William Lowell
Name of Authorized Official

Executive Director
Title


Signature

8-8-11
Date

Appendix Four

HACSM's Hardship Policy

HACSM Hardship Policy

For MTW Initiatives

HACSM's Hardship Policy is designed to address:

- Rent reform initiatives
 - Tiered Subsidy Table Activity
 - Payment Standard Activity
 - Full Time Student Activity
 - Foster Care, KinGap, and Adoption Assistance Activity
- Time limited assistance

All hardship requests must be made in writing, stating both the reason for the hardship and the expected duration.

Each request will be reviewed and weighed against other local resources available to the family. The result of the review may consist in referral to other local resources, an adjustment in the portion of the family's rent, or an extension in the length of subsidy assistance given.

The *Qualification factors* for all Rent Reform Initiatives

Rent Reform (Tiered Subsidy Table)

In order to qualify for hardship exemptions, households must meet all of the criteria listed below:

1. The household is in compliance with all the program rules and regulations
2. The household does not owe HACSM any money or is current with a re-payment agreement
3. The household must be admitted to the program prior to March 1, 2010
4. The household has not relocated on or after March 1, 2010
5. The household must experience an increase of \$25.00 or more in rent as a direct result of the MTW rent reform initiatives
6. The household requested the hardship waiver within the deadline set by HACSM. Households have 10 business days from the date of their "Notice of Change" letter in which to request an Informal Hearing and/or Hardship Review.
7. The household has not received a rent reform hardship relief for tiered subsidy calculation previously

Rent Reform (Payment Standards Application at Interim)

* Note: This Hardship policy does not apply to Payment Standard Changes at Annual or Biennial Recertifications

In order to qualify for hardship exemptions, households must meet all of the criteria listed below:

1. The household is in compliance with all the program rules and regulations
2. The household does not owe HACSM any money or is current with a re-payment agreement
3. The household must be admitted to the program prior to July 1, 2010
4. The household has not relocated on or after July 1, 2010
5. The household must experience an increase of \$25.00 or more in rent as a direct result of the MTW rent reform initiatives
6. The household requested the hardship waiver within the deadline set by HACSM. Households have 10 business days from the date of their "Notice of Change" letter in which to request an Informal Hearing and/or Hardship Review.
7. The household has not received a rent reform hardship relief for the Payment Standards application at interim recertification previously

Rent Reform (Full Time Students)

In order to qualify for hardship exemptions, households must meet all of the criteria listed below:

1. The household is in compliance with all the program rules and regulations
2. The household does not owe HACSM any money or is current with a re-payment agreement
3. The household must be admitted to and have a household member with FTS in their household prior to July 1, 2011. The FTS status must be established at the last annual or interim recertification prior to July 1, 2011
4. The household must experience an increase of \$25.00 or more in rent as a direct result of the MTW rent reform initiatives
5. The household requested the hardship waiver within the deadline set by HACSM. Households have 10 business days from the date of their "Notice of Change" letter in which to request an Informal Hearing and/or Hardship Review.
6. The household has not received a rent reform hardship relief for full time students income inclusion previously

Rent Reform (Foster Care, KinGap and Adoption Assistance)

In order to qualify for hardship exemptions, households must meet all of the criteria listed below:

1. The household is in compliance with all the program rules and regulations

2. The household does not owe HACSM any money or is current with a repayment agreement
3. The household must be admitted to the program and have the foster child/adult in their household prior to July 1, 2011. The Foster Child/Adult status of the household member must be established at the last annual or interim recertification prior to July 1, 2011
4. The household must experience an increase of \$25.00 or more in rent as a direct result of the MTW rent reform initiatives
5. The household requested the hardship waiver within the deadline set by HACSM. Households have 10 business days from the date of their "Notice of Change" letter in which to request an Informal Hearing and/or Hardship Review.
6. The household has not received a rent reform hardship relief for Foster Care, KinGap, or Adoption Assistance income inclusion previously

The *Approval Process* for all Rent Reform Initiatives

1. Households who meet the criteria listed above may mail, fax, or e-mail their request to HACSM
2. Housing Occupancy Specialist will review the request promptly, using the HACSM provided tool, calculate the tenant rent and forward the result and the tenant file to the supervisor
3. Supervisor approves the new rent if there are no other issues. If there are other issues, the supervisor will conduct further review and consult with Housing Rental Programs Manager.

The *Hardship Relief* for all Rent Reform Initiatives

Households who qualify and receive waiver approval may pay their portion of rent based on the HACSM waiver calculation until their next recertification or relocation. At the next annual recertification, biennial recertification, or relocation, whichever comes first, the household will automatically be subject to the rent reform initiatives.

Note: Each household is only eligible for one term of relief for each rent reform initiative and if the household qualifies for more than one relief at any given recertification (annual or interim), the reliefs will be calculated concurrently.

Hardship Policy – Time Limited Assistance

A. Qualification

1. The household is in compliance with all the program rules and regulations
2. The household does not owe HACSM any money or is current with a re-

payment agreement

3. The Head of household and all the adult (18 and over) household members are 62 years of age or older and/or people with disabilities
 4. The Head of household is the sole adult member who is responsible to care for a minor (under 18) household member who is a person with disability. (HUD's definition of disability for the Section 8 Voucher Program shall apply.)
- B. Approval Process
1. Households who meet the criteria listed above may mail or fax their request to HACSM
 2. Family Self-Sufficiency Coordinator will review the request promptly and forward the file to the supervisor with his/her recommendation
 3. Supervisor approves the extension if there are no other issues. Otherwise, the request will be submitted to the Hardship Committee for further review.
- C. Relief

The length of assistance may be extended and will be determined by HACSM or the Hardship Committee on a case-by-case basis. Decisions reached by the HACSM or Hardship Committee will be final.

Appendix Five

HACSM's Tiered Subsidy Table (TST)

The Methodology behind the Tiered Subsidy Table

The Model is based on three factors:

- Participants' Housing Costs (including Fair Market Rent and average utility consumption)
- Voucher Bedroom Size (subsidy standards)
- Annual Adjusted Income (includes: the tier structure, rent calculation process, and tenant portion)

To establish the PHA subsidy amount for each tier:

For each bedroom size, determine the percentage of FMR that will be used as the subsidy basis

Tier One [Participants with an annual adjusted income (AAI) less than \$2000]

The % of FMR and utility costs of each Voucher Bedroom Size *minus* \$50

Tier Two through the last tier for each bedroom size

Determine the average annual adjusted income (AAI) range for each tier (note: each tier of the HACSM TST represents a \$3,000 range in AAI)

Calculate the monthly adjusted income (AAI/12)

Calculate 30% monthly adjusted income (MAI) (MAI *times* 0.30)

To determine the Tiered Subsidy amount, (% unit size FMR *minus* 30% MAI)

Research strategies:

Adjustments to the FMR and annual utility costs

The model that can be set at any rate, 95%, 98%, 110% dependent upon the local rental market, utility costs, and the determination of tenant rent burden.

Adjustments to the income range of each Tier

HACSM studied the financial effects of changing the range of each tier of the table to find the most equitable and cost neutral for the participants and HA.

For example, with subsidy set at 100% FMR,

- If the range of each tier is \$2,000 then the subsidy for each successive tier is \$50 less.
- If the range of each tier is \$3,000 then the subsidy for each successive tier is \$75 less.
- If the range of each tier is \$4,000 then the subsidy for each successive tier is \$100 less.

Adjustments to Tenant contribution

HACSM studied the financial effects of modifying the percentage of the participant's AAI contributed to their housing costs. After researching ranges of 28% - 33%, HACSM chose to continue to use "30%" of a participant's AAI.

Adjustments to the calculation of Annual Adjusted Income (AAI)

HACSM researched the possibility of setting standard deductions for medical and child care expenses but due to the low number of participants with these benefits and the substantial range of cost per participant, chose to leave traditional calculation in place.

Analysis

Total housing costs for the Participant vs. Affordability for Housing Authority

HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO

TIERED SUBSIDY TABLES

Project Based Properties (only)

AAI Range		0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	SRO
0	1,999	865	1074	1410	1830	1936	649
2,000	4,999	791	1037	1373	1793	1899	593
5,000	7,999	716	962	1298	1718	1824	537
8,000	10,999	641	887	1223	1643	1749	481
11,000	13,999	566	812	1148	1568	1674	425
14,000	16,999	491	737	1073	1493	1599	368
17,000	19,999	416	662	998	1418	1524	312
20,000	22,999	341	587	923	1343	1449	256
23,000	25,999	266	512	848	1268	1374	200
26,000	28,999	191	437	773	1193	1299	143
29,000	31,999	116	362	698	1118	1224	87
32,000	34,999	41	287	623	1043	1149	31
35,000	37,999	0	212	548	968	1074	0
38,000	40,999	0	137	473	893	999	0
41,000	43,999	0	62	398	818	924	0
44,000	46,999	0	0	323	743	849	0
47,000	49,999	0	0	248	668	774	0
50,000	52,999	0	0	173	593	699	0
53,000	55,999	0	0	98	518	624	0
56,000	58,999	0	0	23	443	549	0
59,000	61,999	0	0	0	368	474	0
62,000	64,999	0	0	0	293	399	0
65,000	67,999	0	0	0	218	324	0
68,000	70,999	0	0	0	143	249	0
71,000	73,999	0	0	0	68	174	0
74,000	76,999	0	0	0	0	99	0
77,000	79,999	0	0	0	0	24	0
80,000	82,999	0	0	0	0	0	0



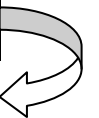
(Turn page over for
Tenant Based Program TST)

TIERED SUBSIDY TABLE

Tenant Based Properties (MTW/FSS, HCV)

AAI Range		0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm	6 Bdrm
0	1,999	1002	1243	1604	2253	2383	2423	2794
2,000	4,999	928	1206	1567	2216	2346	2386	2757
5,000	7,999	853	1131	1492	2141	2271	2311	2682
8,000	10,999	778	1056	1417	2066	2196	2236	2607
11,000	13,999	703	981	1342	1991	2121	2161	2532
14,000	16,999	628	906	1267	1916	2046	2086	2457
17,000	19,999	553	831	1192	1841	1971	2011	2382
20,000	22,999	478	756	1117	1766	1896	1936	2307
23,000	25,999	403	681	1042	1691	1821	1861	2232
26,000	28,999	328	606	967	1616	1746	1786	2157
29,000	31,999	253	531	892	1541	1671	1711	2082
32,000	34,999	178	456	817	1466	1596	1636	2007
35,000	37,999	103	381	742	1391	1521	1561	1932
38,000	40,999	28	306	667	1316	1446	1486	1857
41,000	43,999	0	231	592	1241	1371	1411	1782
44,000	46,999	0	156	517	1166	1296	1336	1707
47,000	49,999	0	81	442	1091	1221	1261	1632
50,000	52,999	0	6	367	1016	1146	1186	1557
53,000	55,999	0	0	292	941	1071	1111	1482
56,000	58,999	0	0	217	866	996	1036	1407
59,000	61,999	0	0	142	791	921	961	1332
62,000	64,999	0	0	67	716	846	886	1257
65,000	67,999	0	0	0	641	771	811	1182
68,000	70,999	0	0	0	566	696	736	1107
71,000	73,999	0	0	0	491	621	661	1032
74,000	76,999	0	0	0	416	546	586	957
77,000	79,999	0	0	0	341	471	511	882
80,000	82,999	0	0	0	266	396	436	807
83,000	85,999	0	0	0	191	321	361	732
86,000	88,999	0	0	0	116	246	286	657
89,000	91,999	0	0	0	41	171	211	582
92,000	94,999	0	0	0	0	96	136	507
95,000	97,999	0	0	0	0	21	61	432
98,000	100,999	0	0	0	0	0	0	357
101,000	103,999	0	0	0	0	0	0	282
104,000	106,999	0	0	0	0	0	0	207
107,000	109,999	0	0	0	0	0	0	132
110,000	112,999	0	0	0	0	0	0	57
113,000	115,999	0	0	0	0	0	0	0

(Turn page over for **Project Based Program TST**)



Housing Authority of the County of San Mateo
Tenant Rent Calculation and Affordability Worksheet for TST Program

Tenant Rent Calculation	
Tenant Name	B Smith
Voucher Size	3
Unit size	3
Contract Rent:	\$1,950
HAP:	\$1,616
Tenant Rent:	\$334

Voucher Size	
3	2

Subsidies Stated on Voucher	
\$1,616	\$1,000

Subsidy Used in Rent Cal	
\$1,616	

Mixed Family Only	
Total No. in Family:	
No. of Eligible:	

Affordability Test	
Annual Adjusted Income From File	\$24,000
Tenant rent as percentage of monthly adjusted income per file:	16.70%
Proceed if the percentage above is over 50%	
Does the tenant receive foster care/adoption payments, earned income from full time students, or financial aid? If yes, enter the monthly amount, if no, enter "0".	\$100
The HA does not require reporting income increases between recerts, is the tenant actual income higher than the file indicated? If yes, enter the additional monthly amount and attached a statement from the tenant. If no, enter "0".	\$0
Tenant actual monthly income (income from file and the additional income listed above):	\$2,100
Tenant rent burden:	16%
Tenant Meets Affordability Test	

This example clearly shows that the unit would be affordable for the participant.

HOS _____

Date _____

Supervisor _____

Date _____

Housing Authority of the County of San Mateo

Tenant Rent Calculation and Affordability Worksheet for TST Program

Tenant Rent Calculation	
Tenant Name	John Doe
Voucher Size	3
Unit size	4
Contract Rent:	\$2,900
HAP:	\$1,391
Tenant Rent:	\$1,509

Voucher Size	
3	2

Subsidies Stated on Voucher	
\$1,391	\$742

Subsidy Used in Rent Cal	
\$1,391	

Mixed Family Only	
Total No. in Family:	
No. of Eligible:	

Affordability Test	
Annual Adjusted Income From File	\$35,000
Tenant rent as percentage of monthly adjusted income per file:	51.74%
Proceed if the percentage above is over 50%	
Does the tenant receive foster care/adoption payments, earned income from full time students, or financial aid? If yes, enter the monthly amount, if no, enter "0".	\$100
The HA does not require reporting income increases between recerts, is the tenant actual income higher than the file indicated? If yes, enter the additional monthly amount and attached a statement from the tenant. If no, enter "0".	\$0
Tenant actual monthly income (income from file and the additional income listed above):	\$3,017
Tenant rent burden:	50%
Supervisor Approval is Required	

This example clearly shows that the unit would **not** be affordable for the participant. Supervisory review would be required prior to approving the unit.

HOS _____

Date _____

Supervisor _____

Date _____

Appendix Six

HACSM Capital Funds and ARRA Funds

**Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program**

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: Housing Authority of the County of San Mateo		Grant Type and Number: Capital Fund Program Grant No: CA39P01450109 Date of CFFP: _____			Replacement Housing Factor Grant No: FFY of Grant: 2009 FFY of Grant Approval: 2009
Type of Grant Original Annual Statement Reserved for Disasters/Emergencies Revised Annual Statement/Revision Number <u> 2 </u> Performance and Evaluation Report for Program Year Ending _____ Final Performance and Evaluation Report for Program Year Ending _____					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised 2	Obligated	Expended
<input type="checkbox"/> 1	Total non-Capital Funds <input type="checkbox"/>		<input checked="" type="checkbox"/>		
<input type="checkbox"/> 2	1406 Operating Expenses (may not exceed 20% of line 20) ³	59,898.00	<input type="checkbox"/> 59,898.00	59,898.00	59,898.00
<input type="checkbox"/> 3	1408 Management Improvements	10,000.00	<input type="checkbox"/> 4,000.00	1,391.64	1,391.64
4	1410 Administration (may not exceed 10% of line 20)	28,955.00	28,955.00	28,955.00	28,955.00
5	1411 Audit	5,000.00	5,000.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	15,000.00	40,000.00	15,000.00	15,000.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	105,000.00	13,319.01	8,319.01	8,319.01
10	1460 Dwelling Structures	59,000.00	49,750.99	5,242.03	5,242.03
11	1465.1 Dwelling Equipment-Nonexpendable	6,000.00	1,647.00	1,306.10	1,306.10
12	1470 Non-dwelling Structures	0.00	86,988.00	0.00	0.00
13	1475 Non-dwelling Equipment	2,684.00	1,979.00	1,979.00	1,979.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities ⁴	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	\$291,537.00	\$291,537.00	\$122,090.78	\$122,090.78
21	Amount of Line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of Line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
24	Amount of Line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	\$36,000.00	\$38,397.99	\$6,548.13	\$6,548.13
Signature of Executive Director _____ Date _____		Signature of Public Housing Director _____ Date _____			

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages		Grant Type and Number:						Federal FFY of Grant:
PHA Name:		Capital Fund Program Grant No: CA39P01450109				CFFP (Yes/ No):		No
Housing Authority of the County of San Mateo		Replacement Housing Factor Grant No.						2009
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
HA - Wide	Operations	1406		59,898.00	59,898.00	59,898.00	59,898.00	
	Management Improvements:(limited to 20% of grant)	1408						
	Technical & non-technical training/assistance (HUD program systems updates, tracking, etc.)			10,000.00	4,000.00	1,391.64	1,391.64	
	Policies updates/changes							
	Computer software updates, staff training							
	Administration (limited to 10% of grant)	1410		28,955.00	28,955.00	28,955.00	28,955.00	
	Procurement-Contractors, monitoring, report, documentation functions							
	Audit (portion related to CFP)	1411		5,000.00	5,000.00	0.00	0.00	
	Fees & Costs:	1430		15,000.00	40,000.00	15,000.00	15,000.00	
	Planning,consortium fees,update annual plan, energy audit							
	update utility allowance							
	Mold/asbestos testing							
	Site Improvement:							
	Landscaping improvements	1450		15,000.00	0.00	0.00	0.00	postponed
	Fire hydrant repairs/replacements	1450		20,000.00	0.00	0.00	0.00	cancelled
	Card Key upgrade (security)	1450		5,000.00	5,000.00	0.00	0.00	
	Tree trimming/removal/replacement	1450		5,000.00	4,525.00	4,525.00	4,525.00	
	(continued next page)		Subtotal	\$163,853.00	\$147,378.00	\$109,769.64	\$109,769.64	

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
2 To be completed for the Performance and Evaluation Report

Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages								
PHA Name: Housing Authority of the County of San Mateo		Grant Type and Number: Capital Fund Program Grant No: CA39P01450109 Replacement Housing Factor Grant No.				CFFP (Yes/ No): No		Federal FFY of Grant: 2009
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA - Wide	Site Improvement: <i>(continued from previous page)</i>							
	Concrete repair/replacement	1450		5,000.00	3,794.01	3,794.01	3,794.01	
	Fence repair/replacement	1450		5,000.00	0.00	0.00	0.00	postponed
	Retaining wall repair/replacement	1450		15,000.00	0.00	0.00	0.00	postponed
	Storm drain/grading upgrades/erosion control (partial)	1450		35,000.00	0.00	0.00	0.00	postponed
	Dwelling Structures:							
	Improve interior lighting (more efficient conservation, (Energy Star rated)	1460		5,000.00	1,250.99	654.84	654.84	
	Window screens, all windows and blind replacement to more durable shutters <i>(continued from 2008)</i>	1460		15,000.00	30,500.00	0.00	0.00	
	Floor covering replacement	1460		10,000.00	0.00	0.00	0.00	postponed
	Kitchen cabinet replacement <i>(continuation)</i>	1460	4 units	12,000.00	3,000.00	0.00	0.00	
	Dry rot repair (utility boxes, siding, trim)	1460		2,000.00	0.00	0.00	0.00	postponed
	Mold/asbestos remediation	1460		5,000.00	0.00	0.00	0.00	postponed
	Water heaters <i>(Energy Star rated)</i>	1460	10 ea	5,000.00	5,000.00	4,587.19	4,587.19	
	Patio doors replacement (with more energy efficient)	1460		5,000.00	0.00	0.00	0.00	postponed
	Exterior/Interior Paint	1460	(cont'd from '08)	0.00	10,000.00	0.00	0.00	previously app'd in 2007
	Dwelling Equipment:							
	Ranges and refrigerators (Energy Star rated)(energy efficient)	1465	5 ea	6,000.00	1,647.00	1,306.10	1,306.10	
	Non-Dwelling Structures:							
	Admin office expansion/dryrot removal/roof replacement	1470		0.00	56,988.00	0.00	0.00	previously app'd 5-Yr Plan (2014)
	Conversion of non-dwelling building to a resident center	1470		0.00	30,000.00	0.00	0.00	previously app'd - prior years
	Non-Dwelling Equipment:							
	Tools	1475	Various	2,684.00	1,979.00	1,979.00	1,979.00	
				\$291,537.00	\$291,537.00	\$122,090.78	\$122,090.78	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Annual Statement /Performance and Evaluation Report
Capital Funds Program and Capital Fund Program Replacement Housing Factor and
Capital Funds Financing Program

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: <div style="border: 1px solid black; padding: 2px; text-align: center;">Housing Authority of the County of San Mateo</div>		Grant Type and Number: Capital Fund Program Grant No: CA39S014501-09 Date of CFFP: _____			FFY of Grant: <div style="border: 1px solid black; padding: 2px; text-align: center;">2009</div> FFY of Grant Approval: <div style="border: 1px solid black; padding: 2px; text-align: center;">2009</div>
Type of Grant <div style="display: flex; justify-content: space-between;"> <div> Original Annual Statement Performance and Evaluation Report for Period Ending _____ </div> <div> Reserved for Disasters/Emergencies Final Performance and Evaluation Report for Program Year Ending _____ </div> <div> Revised Annual Statement/Revision Number <u> 2 </u> Final Performance and Evaluation Report for Program Year Ending _____ </div> </div>					
Line No.	Summary by Development Account	Total Estimated Cost	Revised 2	Total Actual Cost 1	Expended
<input type="checkbox"/>	1 Total non-Capital Funds <input type="checkbox"/>	Original		Obligated	
<input type="checkbox"/>	2 1406 Operating Expenses (may not exceed 20% of line 20) 3	0.00	<input type="checkbox"/> 0.00	0.00	0.00
	3 1408 Management Improvements	0.00	0.00	0.00	0.00
	4 1410 Administration (may not exceed 10% of line 20)	15,000.00	0.00	0.00	0.00
	5 1411 Audit	0.00	0.00	0.00	0.00
	6 1415 Liquidated Damages	0.00	0.00	0.00	0.00
	7 1430 Fees and Costs	40,000.00	20,000.00	20,000.00	0.00
	8 1440 Site Acquisition	0.00	0.00	0.00	0.00
	9 1450 Site Improvement	156,511.00	111,422.00	111,422.00	88,357.16
	10 1460 Dwelling Structures	0.00	0.00	0.00	0.00
	11 1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
	12 1470 Non-dwelling Structures	155,000.00	235,089.00	235,089.00	0.00
	13 1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
	14 1485 Demolition	0.00	0.00	0.00	0.00
	15 1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
	16 1495.1 Relocation Costs	0.00	0.00	0.00	0.00
	17 1499 Development Activities 4	0.00	0.00	0.00	0.00
	18a 1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
	18b 9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
	19 1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
	20 Amount of Annual Grant (sums of lines 2-19)	\$366,511.00	\$366,511.00	\$366,511.00	\$88,357.16
	21 Amount of Line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
	22 Amount of Line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
	23 Amount of Line 20 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
	24 Amount of Line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
	25 Amount of Line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00
Signature of Executive Director _____ Date _____		Signature of Public Housing Director _____ Date _____			

1 To be completed for the Performance and Evaluation Report
2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
4 RHF funds shall be included here.

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

PHA Name: Housing Authority of the County of San Mateo		Grant Type and Number: Capital Fund Program Grant No: CA39S014501-09 Replacement Housing Factor Grant No.						CFFP (Yes/ No): No	Federal FFY of Grant: 2009
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised 2	Funds Obligated 2	Funds Expended 2		
CA014	Administration:	1410		15,000.00	0.00	0.00	0.00		
HA- Wide	Program monitoring, reporting, supplies, etc.								
HA - Wide	Fees & Costs:								
	Architect fees	1430		40,000.00	20,000.00	20,000.00	0.00	Under contract	
HA - Wide	Site Improvements:								
	Tree trimming (52 Eucalyptus & removal of a Pine tree)	1450	Various	19,500.00	19,500.00	19,500.00	19,500.00	Complete	
	Sidewalk (no rails)	1450	10,000 lf	91,922.00	91,922.00	91,922.00	68,857.16	Under contract	
	Landscaping	1450	15,000 sf	45,089.00	0.00	0.00	0.00	Will use regular 2009 Cap Funds	
	Retaining walls to correct erosion	1450		0.00	0.00	0.00	0.00	Will use regular 2009 Cap Funds	
	Exterior lighting	1450	25 lights	0.00	0.00	0.00	0.00	Will use regular 2009 Cap Funds	
	Fire hydrant replacement	1450	13	0.00	0.00	0.00	0.00	Will use regular 2009 Cap Funds	
HA - Wide	Dwelling Structures:								
	Roof repairs (tar and gravel)	1460	1 bldg	0.00	0.00	0.00	0.00	Will use regular 2009 Cap Funds	
	Window coverings (2" faux wood blinds)	1460	65 units	0.00	0.00	0.00	0.00	Will use regular 2009 Cap Funds	
	Exterior painting	1460	12 bldgs	0.00	0.00	0.00	0.00	Will use regular 2009 Cap Funds	
	Non-Dwelling Structures:								
	Conversion of non-dwelling space into resident services center	1470	1	155,000.00	235,089.00	235,089.00	0.00	Bids received 2/12/10 - low bid accepted & contract executed	
	TOTAL CAPITAL FUNDS FOR 2009 ARRA			\$366,511.00	\$366,511.00	\$366,511.00	\$88,357.16		

Page __2__ of __2__

form HUD-50075.1 (4/2008)

2 To be completed for the Performance and Evaluation Report

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

PHA Name: Housing Authority of the County of San Mateo	Grant Type and Number: Capital Fund Program No: CA39P014501-10 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval: 2010
---	--	---

Original Annual Statement		Reserved for Disasters/Emergencies		Revised Annual Statement (revision no:)	
Performance and Evaluation Report for Period Ending:				Final Performance and Evaluation Report	
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
<input type="checkbox"/>	1 Total Non-Capital Funds		<input type="checkbox"/>		
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	58,162.00			
3	1408 Management Improvements	0.00			
4	1410 Administration	29,000.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	25,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	75,000.00			
10	1460 Dwelling Structures	73,647.00			
11	1465.1 Dwelling Equipment-Nonexpendable	0.00			
12	1470 Nondwelling Structures	30,000.00			
13	1475 Nondwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1492 Moving to Work Demonstration	0.00			
16	1495.1 Relocation Costs	0.00			
17	1499 Development Activities 4	0.00			

- 1 To be completed for the Performance and Evaluation Report
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
 4 RHF funds shall be included here.

Page __1__ of __3__

form HUD-50075.1 (4/2008)

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

PHA Name: <div style="text-align: center; font-weight: bold;">Housing Authority of the County of San Mateo</div>		Grant Type and Number: Capital Fund Program No: <div style="text-align: center; font-weight: bold;">CA39P014501-10</div> Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2010 FFY of Grant Approval: 2010	
Original Annual Statement Performance and Evaluation Report for Period Ending:		Reserved for Disasters/Emergencies		Revised Annual Statement (revision no:) Final Performance and Evaluation Report	
No.		Original	Revised 2	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00			
18b	9000 Collateralization or Debt Service paid Via System of Direct	0.00			
	Payment	-			
19	1502 Contingency (may not exceed 8% of Line 20)	0.00			
20	Amount of Annual Grant (sums of lines 2-19)	\$290,809.00			
21	Amount of Line 20 Related to LBP Activities	0.00			
22	Amount of Line 20 Related to Section 504 Compliance	0.00			
<input checked="" type="checkbox"/>	23 Amount of Line 20 Related to Security - Soft Costs	0.00	<input type="checkbox"/>		
<input type="checkbox"/>	24 Amount of Line 20 Related to Security - Hard Costs	0.00	<input type="checkbox"/>		
25	Amount of Line 20 Related to Energy Conservation Measures	0.00			
Signature of Executive Director <div style="text-align: right;">Date</div>			Signature of Public Housing Director <div style="text-align: right;">Date</div>		

- 1 To be completed for the Performance and Evaluation Report
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
- 4 RHF funds shall be included here.

Page 2 of 3

form HUD-50075.1 (4/2008)

Annual Statement /Performance and Evaluation Report
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and
 Capital Funds Financing Program

U. S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages

PHA Name: Housing Authority of the County of San Mateo		Grant Type and Number: Capital Fund Program No: CA39P014501-10 Replacement Housing Factor Grant No: _____ CFFP (Yes/No) No Date of CFFP: _____						Federal FFY of Grant: 2010
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PIC # CA014000004				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
PHA-Wide	Operations: Total 1406	1406		\$58,162.00				
PHA-Wide	Administration:							
	Provide for sundry items	1410		29,000.00				
	Total 1410			\$29,000.00				
PHA-Wide	Fees and Costs:							
	Hire an architect/engineer to prepare drawings and specs,	1430		25,000.00				
	planning, consortium fees, update annual plan, energy							
	audit, update utility allowances							
	Total 1430			\$25,000.00				
	Site Improvements:							
El Camino Village	Retaining wall to correct erosion	1450		75,000.00				
	Total 1450			\$75,000.00				
PHA-Wide	Dwelling Structures:							
	Floor coverings replacement	1460		13,647.00				
	Replacement of kitchen cabinets	1460	18	60,000.00				
	Total 1460			\$73,647.00				
	Non-Dwelling Structures:							
Midway Village	Installation of sprinkler system in the resident center	1470		30,000.00				
	Total 1470			\$30,000.00				
	TOTAL CAPITAL FUNDS GRANT - 2010			\$290,809.00				

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 2 To be completed for the Performance and Evaluation Report

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 4/30/2011

PHA Name: Housing

	FFY of Grant:
Replacement Housing Factor Grant No:	2011

FFY of Grant Approval:

	2011
--	------

<input type="checkbox"/>	Final Performance and Evaluation Report for Program Year Ending
--------------------------	---

				Page <u>1</u> of <u>2</u>			
1	To be completed for the Performance and Evaluation Report						
2	To be completed for the Performance and Evaluation Report or a Revised Annual Statement						
3	PHAs with under 250 units in management may use 100% of CFP Grants for operations.	form HUD-50075.1 (4/2008)					
4	RHF funds shall be included here.						

Page __1__ of __2__

1 To be completed for the Performance and Evaluation Report

1	To be completed for the Performance and Evaluation Report	
2	To be completed for the Performance and Evaluation Report or a Revised Annual Statement	

3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.

4 RHF funds shall be included here.

form HUD-50075.1 (4/2008)

Capital Funds Program and Capital Fund Program Replacement Housing Factor and Capital Funds Financing Program			

Expires 4/30/2011

PHA Name:	Grant Type and Number:		Federal FFY of Grant:
Housing Authority of the County of San Mateo	Capital Fund Program Grant No: CA39P014501-11	CFPP (Yes/ No): No	2011

				Replacement Housing Factor Grant No.						
Development Number	General Description of Major Work Categories			Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Name/PHA-Wide Activities										
						Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
CA014	Operations:			1406		291,000.00	0.00	0.00	0.00	
PHA- Wide										
PHA-Wide	Administration:			1410		0.00	0.00	0.00	0.00	
PHA - Wide	Fees & Costs:			1430						
HA - Wide						0.00	0.00	0.00	0.00	
HA - Wide	Site Improvements:			1450						
PHA - Wide	Dwelling Structures:			1460						
						0.00	0.00	0.00	0.00	
						0.00	0.00	0.00	0.00	
						0.00	0.00	0.00	0.00	
	Non-Dwelling Structures:			1470						
	TOTAL CAPITAL FUNDS GRANT - 2011					\$291,000.00	\$0.00	\$0.00	\$0.00	

form HUD-50075.1 (4/2008)